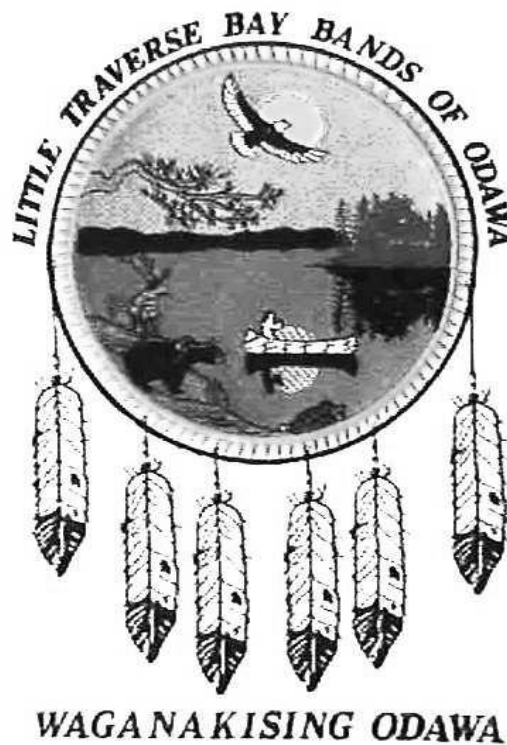


# LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS

## TRIBAL MINIMUM INTERNAL CONTROL STANDARDS



**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS**

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# TRIBAL INTERNAL CONTROL STANDARDS

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## LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS TRIBAL INTERNAL CONTROL STANDARDS

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## Section 1 – Definitions

The definitions in this section shall apply to all sections of this part unless otherwise noted.

Account access card means an instrument used to access customer accounts for wagering at a gaming machine. Account access cards are used in connection with a computerized account database. Account access cards are not smart cards.

Accountability means all items of cash, chips, coins, tokens, plaques, receivables, and customer deposits constituting the total amount for which the bankroll custodian is responsible at a given time.

Accumulated credit payout means credit earned in a gaming machine that is paid to a customer manually in lieu of a machine payout.

Actual hold percentage means the percentage calculated by dividing the win by the drop or coin-in (number of credits wagered). Can be calculated for individual tables or gaming machines, type of table games, or gaming machines on a per day or cumulative basis.

Ante means a player's initial wager or predetermined contribution to the pot before the dealing of the first hand.

Bill acceptor means the device that accepts and reads cash by denomination in order to accurately register customer credits.

Bill acceptor canister means the box attached to the bill acceptor used to contain cash or cash equivalent received by bill acceptors.

Bill acceptor canister release key means the key used to release the bill acceptor canister from the bill acceptor device.

Bill acceptor canister storage rack key means the key used to access the storage rack where bill acceptor canisters are secured.

Bill acceptor drop means cash or cash equivalent contained in bill acceptor canisters.

Bill-in meter means a meter included on a gaming machine accepting cash or cash equivalent that tracks the cash or cash equivalent put in the machine.

Bingo session means bingo games played within the gaming day.

Box person means the first-level supervisor who is responsible for directly participating in and supervising the operation and conduct of a craps game.

Cage means a secure work area within the gaming operation for cashiers and a storage area for the gaming operation bankroll.

Cage accountability form means an itemized list of the components that make up the cage accountability.

Calibration module means the section of a weigh scale used to set the scale to a specific amount or number of coins to be counted.

Card game means a game in which the gaming operation is not party to wagers and from which the gaming operation receives compensation in the form of a rake, a time buy-in, or other fee or payment from a player for the privilege of playing.

Card room bank means the operating fund assigned to the card room or main card room bank.

Cash-out ticket means an instrument of value generated by a gaming machine representing a cash amount owed to a customer at a specific gaming machine. This instrument may be wagered at other machines by depositing the cash-out ticket in the machine bill acceptor.

Cash Equivalent means Ticket-In/Ticket-out (TITO).

Chips mean cash substitutes, in various denominations, issued by a gaming operation and used for wagering.

Coin-in meter means the meter that displays the total amount wagered in a gaming machine that includes coins-in and credits played.

Coin meter count machine means a device used in a coin room to count coin.

Commission means the Little Traverse Bay Bands of Odawa Indians Gaming Regulatory Commission.

Complimentary means a service or item provided at no cost, or at a reduced cost, to a customer. This does not include non-gaming items made available to all Tribal Citizens, all Gaming Operation Employees, all LTBB Government Employees, or attendees at a conference or training session.

Count means the total funds counted for a particular game, gaming machine, shift, or other period.



Count room means a room where the coin and cash or cash equivalent drop from gaming machines, table games, or other games are transported to and counted.

Count team means personnel that perform either the count of the gaming machine drop and/or the table game drop.

Counter Game means a game in which the gaming operation is party to wagers and the gaming operation documents all wagering. The term includes, but is not limited to bingo. The term does not include table games card games or gaming machines.

Credit slip means a form used to record the return of chips from a gaming table to the cage.

Dealer means an employee who operates a game, individually or as a part of a crew, administering house rules and making payoffs.

Dedicated camera means a video camera required to continuously record a specific activity.

Drop (for gaming machines) means the total amount of cash, cash-out tickets, coupons, coins, and tokens removed from drop buckets and/or bill acceptor canisters

Drop (for table games) means the total amount of cash, chips, and tokens removed from drop boxes.

Drop box means a locked container affixed to the gaming table into which the drop is placed. The game type, table number, and shift are indicated on the box.

Drop box contents keys means the key used to open drop boxes.

Drop box release keys means the key used to release drop boxes from tables.

Drop box storage rack keys means the key used to access the storage rack where drop boxes are secured.

Drop bucket means a container located in the drop cabinet (or in a secured portion of the gaming machine in coinless/cashless configurations) for the purpose of collecting coins, tokens, cash-out tickets, and coupons from the gaming machine.

Drop cabinet means the wooden or metal base of the gaming machine that contains the gaming machine drop bucket.

Drop period means the period of time that occurs between sequential drops.

EPROM means erasable programmable read-only memory or other equivalent game software media.

Extraneous Items are any personal items transported into the cage area.

Fill means a transaction whereby a supply of chips, coins, or tokens is transferred from a bankroll to a table game or gaming machine.

Fill slip means a document evidencing a fill.

Game server means an electronic selection device, utilizing a random number generator.

Gaming machine means an electronic or electromechanical machine that allows a player to play games of chance, some of which may be affected by skill, which contains a microprocessor with random number generator capability for outcome selection or computer terminal that accesses an outcome that is subsequently and randomly selected in drawings that are electronically conducted by central computer or other such methods of chance selection, whether mechanical or electronic. The machine is activated by the insertion of cash or cash equivalents and which awards cash, cash equivalents, merchandise or a written statement of the player's accumulated credits, which written statements may be redeemable for cash.

Gaming machine analysis report means a report prepared that compares theoretical to actual hold by a gaming machine on a monthly or other periodic basis.

Gaming machine booths and change banks means a booth or small cage in the gaming machine area used to provide change to players, store change aprons and extra coin, and account for jackpot and other payouts.

Gaming machine count means the total amount of coins, tokens, and cash removed from a gaming machine. The amount counted is entered on the Gaming Machine Count Sheet and is considered the drop. Also, the procedure of counting the coins, tokens, and cash or the process of verifying gaming machine coin and token inventory.

Gaming machine pay table means the reel strip combinations illustrated on the face of the gaming machine that can identify payouts of designated coin amounts.

Gross gaming revenue means annual total amount of cash wagered on class II and class III games and admission fees (including table or card fees), less any amounts paid out as prizes or paid for prizes awarded.

Hold means the relationship of win to coin-in for gaming machines and win to drop for table games.

Internal audit means persons who perform a Regulatory audit function of a gaming operation that is independent of the department subject to audit. Independence is obtained through the organizational reporting relationship, as the internal audit department shall not report to management of the gaming operation. Internal audit activities should be conducted in a manner that permits objective evaluation of areas examined. Internal audit personnel may provide audit coverage to more than one operation within a Tribe's gaming operation holdings.

Issue slip means a copy of a credit instrument that is retained for numerical sequence control purposes.

Jackpot payout means the portion of a jackpot paid by gaming machine personnel. The amount is usually determined as the difference between the total posted jackpot amount and the coins paid out by the machine. May also be the total amount of the jackpot.

Lammer button means a type of chip that is placed on a gaming table to indicate that the amount of chips designated thereon has been given to the customer for wagering on credit before completion of the credit instrument. Lammer button may also mean a type of chip used to evidence transfers between table banks and card room banks.

Linked electronic game means any game linked to two (2) or more gaming operations that are physically separate and not regulated by the same Tribal gaming regulatory authority.

LTBB Gaming Regulatory Commission means the tribally designated entity responsible for gaming regulation.

Main card room bank means a fund of cash, coin, and chips used primarily for poker and pan card game areas. Used to make even cash transfers between various games as needed. May be used similarly in other areas of the gaming operation.

Master game program number means the game program number listed on a gaming machine EPROM.

Master game sheet means a form used to record, by shift and day, each table game's winnings and losses. This form reflects the opening and closing table inventories, the fills and credits, and the drop and win.

Mechanical coin counter means a device used to count coins that may be used in addition to or in lieu of a coin weigh scale.

Meter means an electronic (soft) or mechanical (hard) apparatus in a gaming machine. May record the number of coins wagered, the number of coins dropped, the number of times the handle was pulled, or the number of coins paid out to winning players.

Motion activated dedicated camera means a video camera that, upon its detection of activity or motion in a specific area, begins to record the activity or area.

Multi-game machine means a gaming machine that includes more than one type of game option.

On-line gaming machine monitoring system means a system used by a gaming operation to monitor gaming machine meter readings and/or other activities on an on-line basis.

Order for credit means a form that is used to request the transfer of chips from a table to the cage. The order precedes the actual transfer transaction that is documented on a credit slip.

Par percentage means the percentage of each dollar wagered that the house wins (i.e., gaming operation advantage).

Par sheet means a specification sheet for a gaming machine that provides machine hold percentage, model number, hit frequency, reel combination, number of reels, number of coins that can be accepted, and reel strip listing.

Payout means a transaction associated with a winning event.

PIN means the personal identification number used to access a player's account.

Pit podium means a stand located in the middle of the tables used by gaming operation supervisory personnel as a workspace and a record storage area.

Pit supervisor means the employee who supervises all games in a pit.

Player tracking system means a system typically used that can record the gaming play of individual customers.

Primary and secondary jackpots means promotional pools offered at certain card games that can be won in addition to the primary pot.

Progressive gaming machine means a gaming machine, with a payoff indicator, in which the payoff increases as it is played (i.e., deferred payout). The payoff amount is accumulated, displayed on a machine, and will remain

until a player lines up the jackpot symbols that result in the progressive amount being paid.

Progressive jackpot means deferred payout from a progressive gaming machine.

Progressive table game means table games that offer progressive jackpots.

Promotional payout means merchandise or awards given to players by the gaming operation based on a wagering activity.

Promotional progressive pots and/or pools means funds contributed to a table game or card game by and for the benefit of players. Funds are distributed to players based on a predetermined event.

Rake means a commission charged by the house for maintaining or dealing a game such as poker.

Rake circle means the area of a table where rake is placed.

Random number generator means a device that generates numbers in the absence of a pattern. May be used to determine numbers selected in various games such as keno and bingo. Also commonly used in gaming machines to generate game outcome.

Reel symbols means symbols listed on reel strips of gaming machines.

Revenue Audit means persons who perform a Revenue Audit function of a gaming operation that is independent of the department subject to audit.

Runner means a gaming employee who transports chips/cash to or from a gaming table and a cashier.

Series number means the unique identifying number printed on each sheet of bingo paper that identifies the bingo paper as a series or packet. The series number is not the free space or center space number located on the bingo paper.

Shift means an eight-hour period, unless otherwise approved by the Tribal gaming regulatory authority, not to exceed twenty-four (24) hours.

Short pay means a payoff from a gaming machine that is less than the listed amount.

Soft count means the count of the contents in a drop box or a bill acceptor canister.

Statistical Drop means total amount of money, chips, and tokens contained in the drop boxes.

Statistical Win means closing bankroll, plus chips, tokens, or credit slips returned to the cage plus drop, minus operating bankroll, minus fills to the table.

Sufficient clarity means use of monitoring and recording at a minimum of twenty (20) frames per second. Multiplexer tape recordings are insufficient to satisfy the requirement of sufficient clarity.

Surveillance room means a secure location(s) in a gaming operation used primarily for casino surveillance.

Surveillance system means a system of video cameras, monitors, recorders, video printers, switches, selectors, and other ancillary equipment used for casino surveillance.

Table games means games that are banked by the house or a pool whereby the house or the pool pays all winning bets and collects from all losing bets.

Table inventory means the total coins and chips at a table.

Table inventory form means the form used by gaming operation supervisory personnel to document the inventory of chips, coins, and tokens on a table at the beginning and ending of a shift.

Table tray means the container located on gaming tables where chips, coins, or cash are stored that are used in the game.

Theoretical hold means the intended hold percentage or win of an individual gaming machine as computed by reference to its payout schedule and reel strip settings or EPROM.

Theoretical hold worksheet means a worksheet provided by the manufacturer for all gaming machines that indicate the theoretical percentages that the gaming machine should hold based on adequate levels of coin-in. The worksheet also indicates the reel strip settings, number of credits that may be played, the payout schedule, the number of reels and other information descriptive of the particular type of gaming machine.

Tier A means gaming operations with annual gross gaming revenues of more than \$1 million but not more than \$5 million.

Tier B means gaming operations with annual gross gaming revenues of more than \$5 million but not more than \$15 million.

Tier C means gaming operations with annual gross gaming revenues of more than \$15 million.

Title 31 is the section of the Bank Secrecy Act requiring record keeping and reporting requirements for the gaming operation.

TITO means Ticket In/Ticket Out

TMICS means tribal minimum internal control standards.

Tokens mean a coin-like cash substitute, in various denominations, used for gambling transactions.

Tribe means the Little Traverse Bay Bands of Odawa Indians or Waganakising Odawak.

Vault means a secure area within the gaming operation where tokens, checks, cash, coins, and chips are stored.

Weigh/count means the value of coins and tokens counted by a weigh machine.

Weigh scale calibration module means the device used to adjust a coin weigh scale.

Weigh scale interface means a communication device between the weigh scale used to calculate the amount of funds included in drop buckets and the computer system used to record the weigh data.

Weigh tape means the tape where weighed coin is recorded.

Wide area progressive gaming machine means a progressive gaming machine that is linked to machines in other operations and play on the machines affect the progressive amount. As wagers are placed, the progressive meters on all of the linked machines increase.

Win means the net win resulting from all gaming activities. Net win results from deducting all gaming losses from all wins prior to considering associated operating expenses.

Win-to-write hold percentage means win divided by write to determine hold percentage.

Wrap means the method of storing coins after the count process has been completed, including, but not limited to, wrapping, racking, or bagging. May also refer to the total amount or value of the counted and stored coins.

Write means the total amount wagered in bingo operations.

Writer means an employee who writes bingo tickets.

## **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

### **Section 2 - General Operations**



- A. The LTBB Gaming Operation shall develop Emergency Procedures. These procedures and any subsequent changes shall require Tribal Gaming Regulatory Commission approval.
- B. The LTBB Gaming Operation shall comply with the Little Traverse Bay Bands of Odawa Indians Health and Safety Standards.
- C. The LTBB Gaming Operation shall ensure that the Hardware/Software agreement is signed by the required gaming related companies. A signed copy will be forwarded to the Regulatory Licensing Department to be maintained in their Licensing file.
- D. The LTBB Gaming Operation shall respond to all audits within 30 days (Internal Audit or Safety Audit). If a change to Policies or Procedures is required, a draft of the changes will be submitted with the response. An extension can be granted by the Regulatory Director in the event that more time is required.
- E. Requests for Surveillance Dubs shall be submitted on the dub request form to the Surveillance Supervisor on duty. The Surveillance Manager in coordination with the Gaming Operation General Manager shall develop the list of gaming operation personnel authorized to request dubs. This list will require Regulatory Director approval.
- F. The Surveillance Manager in coordination with the Gaming Operation General Manager shall develop the list of gaming operation personnel authorized to enter the Surveillance Suite to view dubs. This list will require Regulatory Director approval.
- G. Access to the Surveillance Room requires Tribal Gaming Regulatory Commission approval. Requests for access shall be submitted to the Regulatory Director.
- H. Gaming Equipment must comply with Gaming Laboratories Inc. Standards or be approved for our jurisdiction.

## **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

### **Section 3 - Currency Reporting Transactions**

## A. Requirements for Casino Management

1. The LTBB Gaming Operation shall comply with the Bank Secrecy Act, BSA (Title 31) and all applicable standards set forth by the US Department of Treasury or its designee (FINCEN and IRS) and establish reporting policies and procedures.
2. The LTBB Gaming Operation shall have established training programs to insure the adherence to all BSA reporting requirements as may be promulgated under the BSA by FINCEN and IRS
3. The LTBB Gaming Operation shall determine the hours for the gaming day to ensure proper reporting.
4. Copies of all Suspicious Activity Reports shall be forwarded to Gaming Regulatory.
5. The LTBB Gaming Operation shall ensure that BSA (Title 31) training is conducted for all new hires and on a bi-annual basis thereafter. These training records shall be made available to the Regulatory Department upon request.

## B. Requirements for all Departments

1. The Bank Secrecy Act contains certain record keeping and reporting requirements for the casino.
2. The LTBB Gaming Operation shall comply with all reporting requirements set by the Bank Secrecy Act.

The LTBB Gaming Operation shall make every effort to prevent circumvention of these reporting requirements by a gaming patron. Therefore, the casino will identify currency transactions in excess of \$2,500 and record them on a Multiple Transactions Log (MTL) by individual patron.

# **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 4 - Bingo**

## **A. Computer Applications**

1. For any computer applications utilized, alternate documentation and/or procedures that provide at least the level of control described by the standards in this section, as approved by the LTBB Gaming Regulatory Commission will be acceptable.

## **B. Standards for Bingo**

1. **The LTBB Gaming Operation** shall develop Bingo Game Protection procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
2. **The LTBB Gaming Operation** shall develop Bingo Cash Handling procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
3. **The LTBB Gaming Operation** shall develop Bingo Emergency procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
4. Bingo staff shall comply with the established standards set forth in Title 31 reporting policies and procedures.

## **C. Game Play Standards**

1. The functions of seller and payout verifier shall be segregated. Employees who sell cards on the floor shall not verify payouts with cards in their possession. Floor clerks who sell cards on the floor are permitted to announce the serial numbers of winning cards.
2. All sales of bingo cards shall be documented by recording at least the following:
  - a. Date;
  - b. Shift (if applicable);
  - c. Session (if applicable);
  - d. Dollar amount;
  - e. Signature, initials, or identification number of at least one seller (if manually documented); and
  - f. Signature, initials, or identification number of a person independent of the seller who has randomly verified the card sales (this requirement is not applicable to locations with \$1 million or less in annual write).

3. The total win and write shall be computed and recorded by shift (or session, if applicable).
4. **The LTBB Gaming Operation** as approved by the LTBB Gaming Regulatory Commission shall establish and comply with procedures that ensure the correct calling of numbers selected in the bingo game.
5. Each ball shall be shown to a camera immediately before it is called so that it is individually displayed to all customers. For speed bingo games not verified by camera equipment, a person independent of the bingo caller responsible for calling the speed bingo game shall verify each ball drawn.
6. For all coverall games and other games offering a payout of \$1,200 or more, as the balls are called the numbers shall be immediately recorded by the caller and maintained for a minimum of twenty-four (24) hours.
7. Controls shall be present to assure that the numbered balls are placed back into the election device prior to calling the next game.
8. The authenticity of each payout shall be verified by at least two persons. A computerized card verifying system may function as the second person verifying the payout if the card with the winning numbers is displayed on a reader board.
9. Payouts in excess of \$1,200 shall require written approval, by personnel independent of the transaction, that the bingo card has been examined and verified with the bingo card record to ensure that the ticket has not been altered.
10. Total payout shall be computed and recorded by shift or session, if applicable.

#### **D. Promotional Payouts or Awards**

1. If the gaming operation offers promotional payouts or awards, the payout form/documentation shall include the following information:
  - a. Date and time;
  - b. Dollar amount of payout or description of personal property (e.g., jacket, toaster, car, etc.), including fair market value;
  - c. Type of promotion; and
  - d. Signature of at least one employee authorizing and completing the transaction.

2. [Reserved]

## **E. Accountability Form**

1. All funds used to operate the bingo department shall be recorded on an accountability form.
2. All funds used to operate the bingo department shall be counted independently by at least two persons and reconciled to the recorded amounts at the end of each shift or session.

## **F. Bingo Equipment**

1. Access to controlled bingo equipment (e.g., blower, balls in play, and back-up balls) shall be restricted to authorized persons.
2. The procedures established by **the LTBB Gaming Operation** as approved by the LTBB Gaming Regulatory Commission, shall include standards relating to the inspection of new bingo balls put into play as well as for those in use.
3. Bingo equipment shall be maintained and checked for accuracy prior to each bingo session.
4. The bingo card inventory shall be controlled so as to assure the integrity of the cards being used as follows:
  - a. Purchased paper shall be inventoried and secured by a person from the Revenue Audit department.
  - b. The issue of paper to the cashiers shall be documented and signed for by a Revenue Audit Employee and a cashier. The document log shall include the series number of the bingo paper;
  - c. A copy of the bingo paper control log shall be given to the bingo ball caller for purposes of determining if the winner purchased the paper that was issued for sale that day (electronic verification satisfies this standard);
  - d. At the end of each month, Revenue Audit shall verify the accuracy of the ending balance in the bingo paper control by reconciling the paper on-hand;
  - e. A monthly comparison for reasonableness shall be made of the amount of paper sold from the bingo paper control log to the amount of revenue recognized.

## **G. Standards for Statistical Reports**

1. Records shall be maintained, which include win, write (card sales), and a win-to-write hold percentage, for:
  - a. Each shift or each session;
  - b. Each day;
  - c. Month-to-date; and
  - d. Year-to-date or fiscal year-to-date.
2. A manager independent of the bingo department shall review bingo statistical information on at least a monthly basis and investigate any large or unusual statistical fluctuations.
3. Investigations shall be documented, maintained for inspection, and provided to the LTBB Gaming Regulatory Commission upon request.

## **H. Electronic Equipment**

1. If **the LTBB Gaming Operation** utilizes electronic equipment in connection with the play of bingo, then the following standards shall also apply.
  - a. If the electronic equipment contains a bill acceptor, then Sec. 10 Drop & Count – F. & G. (as applicable) shall apply.
  - c. If the electronic equipment uses a bar code or microchip reader, the reader shall be tested periodically by a person or persons independent of the bingo department to determine that it is correctly reading the bar code or the microchip.
  - d. If the electronic equipment returns a voucher or a payment slip to the player, then Sec. 6 Slots – M. (as applicable) shall apply.

# **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 5 – Card Games**

### **A. Computer Applications**

1. For any computer application utilized, alternate documentation and/or procedures that provide at least the level of control described by the standards in this section, as approved by the LTBB Gaming Regulatory Commission will be acceptable.

## **B. Standards for Drop and Count**

1. The procedures for the collection of the card game drop and the count thereof shall comply with Section 12.

## **C. Standards for Supervision**

1. Supervision shall be provided at all times the card room is in operation by personnel with authority equal to or greater than those being supervised.
2. Exchanges between table banks and the main card room bank (or cage, if main card room bank is not used) in excess of \$100.00 shall be authorized by a supervisor. All exchanges shall be evidenced by the use of a lamer unless the exchange of chips, token, and/or cash takes place at the table.
3. Exchanges from the main card room bank (or cage, if main card room bank is not used) to the table banks shall be verified by the card room dealer and the runner.
4. Transfers between the main card room bank and the cage shall be properly authorized and documented.
5. A rake collected or an ante placed shall be done in accordance with the posted rules.

## **D. Standards for playing cards.**

1. Playing cards shall be maintained in a secure location to prevent unauthorized access and reduce the possibility of tampering.
2. Used cards shall be maintained in a secure location until marked, scored, or destroyed, in a manner approved by the LTBB Gaming Regulatory Commission, to prevent unauthorized access and reduce the possibility of tampering.
3. The LTBB Gaming Regulatory Commission, or the LTBB Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the LTBB Gaming Operation shall comply with a reasonable time period, which shall not exceed seven (7) days, within which to mark, cancel, or destroy cards from play.
  - a. This standard shall not apply where playing cards are retained

for an investigation.

4. A card control log shall be maintained that documents when cards and dice are received on site, distributed to and returned from tables and removed from play by the LTBB Gaming Operation.

## **E. Plastic Cards**

1. Notwithstanding paragraph (D) of this section, if the LTBB Gaming Operation uses plastic cards (not plastic-coated cards), the cards may be used for up to three (3) months, if the plastic cards are routinely inspected, and washed or cleaned in a manner and time frame approved by the LTBB Gaming Regulatory Commission.

## **F. Standards for reconciliation of card room bank.**

1. The amount of the main card room bank shall be counted, recorded, and reconciled on at least a per shift basis.
2. At least once per shift, the table banks that were open during that shift shall be counted, recorded, and reconciled by a dealer or other person, and a supervisor, and shall be attested to by their signatures on the check-out form.

## **G. Standards for promotional progressive pots and pools.**

1. All funds contributed by players into the pools shall be returned when won in accordance with the posted rules with no commission or administrative fee withheld.
2. Rules governing promotional pools shall be conspicuously posted and designate:
  - a. The amount of funds to be contributed from each pot;
  - b. What type of hand it takes to win the pool (e.g., what constitutes a "bad beat");
  - c. How the promotional funds will be paid out;
  - d. How/when the contributed funds are added to the jackpots; and
  - e. Amount/percentage of funds allocated to primary and secondary jackpots, if applicable.



3. Promotional pool contributions shall not be placed in or near the rake circle, in the drop box, or commingled with gaming revenue from card games or any other gambling game.
4. The amount of the jackpot shall be conspicuously displayed in the card room.
5. At least once a day, the posted pool amount shall be updated to reflect the current pool amount.
6. At least once a day, increases to the posted pool amount shall be reconciled to the cash previously counted or received by the cage by personnel independent of the card room.
7. All decreases to the pool must be properly documented, including a reason for the decrease.

**I. Promotional progressive pots and pools where funds are displayed in the card room.**

1. Promotional funds displayed in the card room shall be placed in a locked container in plain view of the public.
2. Persons authorized to transport the locked container shall be precluded from having access to the content keys.
3. The contents key shall be maintained by personnel independent of the card room.
4. At least once a day, the locked container shall be removed by two persons, one of whom is independent of the card games department, and transported directly to the cage or other secure room to be counted, recorded, and verified.
5. The locked container shall then be returned to the card room where the posted pool amount shall be updated to reflect the current pool amount.

**J. Promotional progressive pots and pools where funds are maintained in the cage.**

- a. Promotional funds removed from the card game shall be placed in a locked container.
2. Persons authorized to transport the locked container shall be precluded from having access to the contents keys.
3. The contents key shall be maintained by personnel independent of the card room.
4. At least once a day, the locked container shall be removed by two persons, one of whom is independent of the card games department, and transported directly to the cage or other secure room to be counted, recorded, and verified, prior to accepting the funds into cage accountability.
5. The posted pool amount shall then be updated to reflect the current pool amount.

## **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

### **Section 6 - Table Games**

#### **A. Computer Applications**

For any computer applications utilized, alternate documentation and/or procedures that provide at least the level of control described by the standards in this section, approved by the LTBB Gaming Regulatory Commission, will be acceptable.

#### **B. Standards Table Games**

1. The Table Games Department shall develop Game Protection procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory approval.

2. The Table Games Department shall develop Cash Handling procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory approval.
3. The Table Games Department shall develop Emergency Procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory approval.
4. The Table Games Department shall comply with the established standards set forth in Title 31 reporting policies and procedures.
5. All sensitive keys for Table Games shall be maintained in a secure manner. Key logs shall be maintained by Security to record authorized use of keys.

### **C. Fill and Credit Standards**

1. Fill slips and credit slips shall be in at least triplicate form, and in a continuous, pre-numbered series. Such slips shall be concurrently numbered in a form utilizing the alphabet and only in one series at a time. The alphabet need not be used if the numerical series is not repeated during the business year.
2. Unissued and issued fill/credit slips shall be safeguarded and adequate procedures shall be employed in their distribution, use, and control. Personnel from the cashier or pit departments shall have no access to the secured (control) copies of the fill/credit slips.
3. When a fill/credit slip is voided, the cashier shall clearly mark “void” across the face of the original and first copy, the cashier and a Security Officer shall sign both the original and first copy, and shall submit them to the accounting department for retention and accountability.
4. Fill transactions shall be authorized by pit supervisory personnel before the issuance of fill slips and transfer of chips, tokens, or cash equivalents. The fill request shall be communicated to the cage where the fill slip is prepared.
5. At least three parts of each fill slip shall be utilized as follows:
  - a. One part shall be transported to the pit with the fill and, after the appropriate signatures are obtained, deposited in the table game drop box;

- b. One part shall be retained in the cage for reconciliation of the cashier bank; and
  - c. For computer systems, one part shall be retained in a secure manner to insure that only authorized persons may gain access to it. For manual systems, one part shall be retained in a secure manner in a continuous unbroken form.
6. The part of the fill slip that is placed in the table game drop box shall be of a different color for fills than for credits, unless the type of transaction is clearly distinguishable in another manner.
  7. The table number, shift, and amount of fill by denomination and in total shall be noted on all copies of the fill slip. The correct date and time shall be indicated on at least two copies.
  8. All fills shall be carried from the cashier's cage by a Security Officer.
  9. The fill slip shall be signed by at least the following persons (as an indication that each has counted the amount of the fill and the amount agrees with the fill slip):
    - a. Cashier who prepared the fill slip and issued the chips, tokens, or cash equivalent;
    - b. Security Officer who carried the chips, tokens, or cash equivalents from the cage to the pit;
    - c. Dealer or box person who received the chips, tokens, or cash equivalents at the gaming table; and
    - d. Pit supervisory personnel who supervised the fill transaction.
  10. Fills shall be broken down and verified by the dealer or box person in public view before the dealer or box person places the fill in the table tray.
  11. A copy of the fill slip shall then be deposited into the drop box on the table by the dealer, where it shall appear in the soft count room with the cash receipts for the shift.
  12. Table credit transactions shall be authorized by a pit supervisor before the issuance of credit slips and transfer of chips, tokens, or other cash equivalent. The credit request shall be communicated to the cage where the credit slip is prepared.
  13. At least three parts of each credit slip shall be utilized as follows:
    - a. Two parts of the credit slip shall be transported by the Security Officer to the pit. After signatures of the Security Officer, dealer, and pit supervisor are obtained, one copy shall be deposited in the table game drop box and the original shall accompany transport of

- the chips, tokens, markers, or cash equivalents from the pit to the cage for verification and signature of the cashier.
- b. For computer systems, one part shall be retained in a secure manner to insure that only authorized persons may gain access to it. For manual systems, one part shall be retained in a secure manner in a continuous unbroken form.
14. The table number, shift, and the amount of credit by denomination and in total shall be noted on all copies of the credit slip. The correct date and time shall be indicated on at least two copies.
  15. Chips, tokens, and/or cash equivalents shall be removed from the table tray by the dealer or box person and shall be broken down and verified by the dealer or box person in public view prior to placing them in racks for transfer to the cage.
  16. All chips, tokens, and cash equivalents removed from the tables and markers removed from the pit shall be carried to the cashier's cage by a Security Officer.
  17. The credit slip shall be signed by at least the following persons (as an indication that each has counted).
    - a. Cashier who received the items transferred from the pit and prepared the credit slip;
    - b. Security Officer who carried the items transferred from the pit to the cage;
    - c. Dealer who had custody of the items prior to transfer to the cage; and
    - d. Pit supervisory personnel who supervised the credit transaction.
  18. The credit slip shall be inserted in the drop box by the dealer.
  19. Chips, tokens, or other cash equivalents shall be deposited on or removed from gaming tables only when accompanied by the appropriate fill/credit transfer forms...
  20. Cross fills (the transfer of chips between table games) and even cash exchanges are prohibited in the pit.

## **D. Table Inventory Forms**

1. At the close of each shift, for those table banks that were opened during that shift:
  - a. The table's chip, token, and coin inventory shall be counted and recorded on a table inventory form.

2. If final fills are not made, beginning and ending inventories shall be recorded on the master game sheet for shift win calculation purposes.
3. The accuracy of inventory forms prepared at shift end shall be verified by the outgoing pit supervisor and the dealer. Alternatively, if the dealer is not available, such verification may be provided by another pit supervisor or another supervisor from another gaming department. Verifications shall be evidenced by signature on the inventory form.
4. When inventory forms are placed in the drop box, such action shall be performed by the Dealer.

## **E. Table Games Computer Generated Documentation Standards**

1. The computer system shall be capable of generating adequate documentation of all information recorded on the source documents and transaction detail (e.g., fill/credit slips etc.).
2. This documentation shall be restricted to authorized personnel.
3. The documentation shall include, at a minimum:
  - a. System exception information (e.g., appropriate system parameter information, corrections, voids, etc.); and
  - b. Personnel access listing, which includes, at a minimum:
    1. Employee name or employee identification number (if applicable); and
    2. Listing of functions employees can perform or equivalent means of identifying the same.

## **F. Standards for Playing Cards and Dice**

1. Playing cards and dice shall be maintained in a secure location to prevent unauthorized access and to reduce the possibility of tampering.
2. Used cards and dice shall be maintained in a secure location until Defaced, in the manner approved by the LTBB Gaming Regulatory Commission, to prevent unauthorized access and reduce the possibility of tampering.
3. Used cards and dice shall be defaced by Security within 7 days of being received from the pit.

- a. This standard shall not apply where playing cards or dice are retained for an investigation.
4. Inventory Logs shall be maintained in the Card Room by Security that document when cards and dice are received on site, distributed to and returned from tables and removed from play by **the LTBB Gaming Operation**. Internal Audit or designated Regulatory Staff with Security present, may access the Card Room for inspection of all cards, dice, balls, and Inventory Logs.
5. Internal Audit or designated Regulatory Staff shall be present during inspection of received shipments prior to issuance to the gaming floor.

## **G. Standards for Supervision**

Pit supervisory personnel (with authority equal to or greater than those being supervised) shall provide supervision of all table games.

## **H. Analysis of Table Game Performance Standards**

1. Records shall be maintained by day and shift indicating any single-deck blackjack games that were dealt for an entire shift.
2. Records reflecting hold percentage by table and type of game shall be maintained by shift, by day, cumulative month-to-date, and cumulative year-to-date.
3. This information shall be presented to and reviewed by management independent of the Table Games Department on at least a monthly basis.
4. Management independent of the Table Games department shall investigate any unusual fluctuations in hold percentage with pit supervisory personnel.
5. The results of such investigations shall be documented, maintained for inspection, and provided to the Regulatory Director or designated Regulatory Staff upon request.

## **I. Accounting/ Revenue Auditing Standards**

1. The accounting and auditing procedures shall be performed by The Revenue Audit Department

2. If a table game has the capability to determine drop e.g., bill-in/coin-drop meters, bill acceptor, computerized record, etc. the dollar amount of the drop shall be reconciled to the actual drop by shift.
3. Accounting/auditing employees shall review exception reports for propriety of transactions and unusual occurrences.
4. All noted improper transactions or unusual occurrences shall be investigated with the results documented.
5. Evidence of table games auditing procedures and any follow-up performed shall be documented, maintained for inspection, and provided to the LTBB Gaming Regulatory Commission upon request.
6. A daily recap shall be prepared for the day and month-to-date, which shall include the following information:
  - a. Drop;
  - b. Win; and
  - c. Gross revenue.

## **J. Foreign Currency**

- I. Foreign currency will not be accepted at any gaming table.



# **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 7 - Slots**

### **A. Standards for Gaming Machines**

1. For this section only, credit or customer credit means a unit of value equivalent to cash or cash equivalents deposited, wagered, won, lost, or redeemed by a customer.
2. Coins shall include tokens.
3. For all computerized gaming machine systems, a personnel access listing shall be maintained, which includes at a minimum:
  - a. Employee name or employee identification number or equivalent.;  
and
  - b. Listing of functions employee can perform or equivalent means of identifying same.
4. The Slot Department shall develop Game Protection procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
5. The Slot Department shall develop Cash Handling Procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
6. The Slot Department shall develop Emergency Procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.

7. Internal Audit or designee shall be present for all incoming slot machine shipments to break seal and verify incoming shipment. Internal Audit or designee shall be notified of all out going slot machine shipments.
8. The Slot Department shall notify the Regulatory Department of any Gaming Machine movement in storage and forward Gaming Machine Inventory reports to Internal Audit on a monthly basis. The inventory report shall include machines in-house and at storage sites.
9. The Slot Department shall notify the Regulatory Department of any gaming machine movement on the gaming floor at least 72 hours prior to movement.
10. The Slot Department shall comply with the established standards set forth in Title 31 reporting policies and procedures.

## **B. Computer Applications**

1. For any computer applications utilized, alternative documentation and/or procedures that provide at least the level of control described by the standards in this section, as approved by the LTBB Gaming Regulatory Commission, will be acceptable.

## **C. Jackpot Payouts, Gaming Machines Fills, Short Pays and Accumulated Credit Payouts Standards.**

1. For jackpot payouts and gaming machine fills, documentation shall include the following information:
  - a. Date and time;
  - b. Machine number;
  - c. Dollar amount of cash payout or gaming machine fill both alpha and numeric. or description of personal property awarded, including fair market value. Alpha is optional if another unalterable method is used for evidencing the amount of the payout;
  - d.. Game outcome, including reel symbols, card values, suits, etc., for jackpot payouts. Game outcome is not required if a computerized jackpot/fill system is used;
  - e. Preprinted or concurrently printed sequential number; and
  - f. Signatures of at least two employees are required when verifying and witnessing the payout or gaming machine fill of \$1200.00 and over the signature of one employee is sufficient if the jackpot or fill is less than \$1,200.00.
    - i. Jackpot payouts of \$2,500.00 to \$9,999.99 will also require the

signature of the Slot Supervisor on duty, \$10,000.00 or more will also require pay out to be authorized by a Shift Manager on duty.

2. For short pays of \$10.00 or more, and payouts required for accumulated credits, the payout form shall include the following information:
  - a. Date and time;
  - b. Machine number;
  - c. Dollar amount of payout both alpha and numeric.; and
  - d. Short Pays of \$50.00 or less will not require a Verifier.
  - e. The signature of one Slot Department employee is sufficient if the payout is less than \$1,200.00 for pay outs required for accumulated credits.
3. Computerized jackpot/fill systems shall be restricted so as to prevent unauthorized access and fraudulent payouts by one person as required by Information Systems Minimum Internal Control Standards.
4. Payout forms shall be controlled and routed in a manner that precludes any one person from producing a fraudulent payout by forging signatures or by altering the amount paid out subsequent to the payout and misappropriating the funds.

#### **D. Promotional Payouts or Awards**

1. If the **LTBB Gaming Operation** offers promotional payouts or awards that are not reflected on the gaming machine pay table, then the payout form/documentation shall include:
  - a. Date and time;
  - b. Machine number and denomination;
  - c. Dollar amount of payout or description of personal property (e.g., jacket, toaster, car, etc.), including fair market value;
  - d. Type of promotion (e.g., double jackpots, four-of-a-kind bonus, etc.); and
  - e. Signature of at least one employee authorizing and completing the transaction.

#### **E. Gaming Machine Department Funds Standards**

1. The gaming machine booths and change banks that are active during the shift shall be counted down and reconciled each shift utilizing appropriate accountability documentation.

2. The wrapping of loose gaming machine booth and cage cashier coin shall be performed under camera coverage at a time or location that does not interfere with the hard count/wrap process or the accountability of that process.
3. A record shall be maintained evidencing the transfers of wrapped and unwrapped coins and retained for seven (7) days.

## **F. EPROM or Other Equivalent Game Control Hardware and Software Control Standards**

1. At least annually, procedures shall be performed to insure the integrity of a sample of gaming machine game program EPROM's, or other equivalent game software media, by the Regulatory Internal Audit Department.
2. **The LTBB Gaming Operation** with the approval of the LTBB Gaming Regulatory Commission shall develop and implement procedures for the following:
  - a. Removal of EPROM's, or other equivalent game software media, from devices, and the verification of the existence of errors as applicable.
  - b. EPROM's, or other equivalent software media, shall be received from the manufacturer by the Regulatory Department.
  - c. Destruction of EPROM's or other equivalent game control hardware and software shall be witnessed by a Security Officer and the log shall be completed by the Slot Technician and the Security Officer.
  - d. After receipt from the Regulatory Department master game EPROM's or equivalent game software media will be stored in a dual lock box to prevent unrestricted access.
3. The master game program number, par percentage, and the pay table shall be verified to the par sheet when initially received from the manufacturer.
4. Gaming machines with potential jackpots in excess of \$100,000 shall have the game software circuit boards locked or physically sealed. The lock or seal shall necessitate the presence of Regulatory Department designated staff to access the device game program EPROM, or other equivalent game software media. If a seal is used to secure the board to the frame of the gaming device, it shall be pre-numbered.
5. Records that document the procedures for the removal of EPROM's, or other equivalent software media, shall include the following information:

- a. Date;
  - b. Machine number source and destination.;
  - c. Manufacturer;
  - d. Program number;
  - e. Personnel involved;
  - d. Disposition of any permanently removed EPROM, or other equivalent game software media;
  - e. Seal numbers, if applicable; and
  - f. Approved testing lab approval numbers, if available.
6. EPROMS, or other equivalent game software media, returned to gaming devices shall be labeled with the program number. Supporting documentation shall include the date, program number, information identical to that shown on the manufacturer's label, and initials of the person replacing the EPROM, or other equivalent game software media.

## **G. Standards for Evaluating Theoretical and Actual Hold Percentages.**

- 1. Accurate and current theoretical hold worksheets shall be maintained for each gaming machine.
- 2. For multi-game/multi-denominational machines, an employee of the Revenue Audit Department shall.
  - a. Weekly, record the total coin-in meter;
  - b. Quarterly, record the coin-in meters for each pay table contained in the machine;
  - c. On an annual basis, adjust the theoretical hold percentage in the gaming machine statistical report to a weighted average based upon the ratio of coin-in for each game pay table.
- 3. For those gaming operations that are unable to perform the weighted average calculation as required by paragraph (G)(2) of this section, the following procedures shall apply:
  - a. On at least an annual basis, calculate the actual hold percentage for each gaming machine;
  - b. On at least an annual basis, adjust the theoretical hold percentage in the gaming machine statistical report for each gaming machine to the previously calculated actual hold percentage; and
  - c. The adjusted theoretical hold percentage shall be within the spread between the minimum and maximum theoretical payback percentages.

4. The adjusted theoretical hold percentage for multi-game/multi-denominational machines may be combined for machines with exactly the same game mix throughout the year.
5. The theoretical hold percentages used in the gaming machine analysis reports should be within the performance standards set by the manufacturer.
6. Records shall be maintained for each machine indicating the dates and type of changes made and the recalculation of theoretical hold as a result of the changes.
7. Records shall be maintained for each machine that indicate the date the machine was placed into service, the date the machine was removed from operation, the date the machine was placed back into operation, and any changes in machine numbers and designations.
8. All of the gaming machines shall contain functioning meters that shall record coin-in or credit-in, or on-line gaming machine monitoring system that captures similar data.
9. All gaming machines with bill acceptors shall contain functioning bill-in meters that record the dollar amounts or number of bills accepted by denomination.
10. Gaming machine in-meter readings shall be recorded at least weekly immediately prior to or subsequent to a gaming machine drop. On-line gaming machine monitoring systems can satisfy this requirement. However, the time between readings may extend beyond one week in order for a reading to coincide with the end of an accounting period only if such extension is for no longer than six (6) days.
11. The employee who records the in-meter reading shall either be independent of the hard count team or shall be assigned on a rotating basis, unless the in-meter readings are randomly verified quarterly for all gaming machines and bill acceptors by a person other than the regular in-meter reader.
12. Upon receipt of the meter reading summary, the accounting department shall review all meter readings for reasonableness using pre-established parameters.
13. Prior to final preparation of statistical reports, meter readings that do not appear reasonable shall be reviewed with gaming machine department employees or other appropriate designees, and

exceptions documented, so that meters can be repaired or clerical errors in the recording of meter readings can be corrected.

14. A report shall be produced at least monthly showing month-to-date, year-to-date (previous twelve (12). months data preferred), and if practicable, life-to-date actual hold percentage computations for individual machines and a comparison to each machine's theoretical hold percentage previously discussed.
15. Each change to a gaming machine's theoretical hold percentage, including progressive percentage contributions, shall result in that machine being treated as a new machine in the statistical reports (i.e., not commingling various hold percentages), except for adjustments made in accordance with paragraph (g)(2) of this section.
16. If promotional payouts or awards are included on the gaming machine statistical reports, it shall be in a manner that prevents distorting the actual hold percentages of the affected machines.
17. The statistical reports shall be reviewed by both gaming machine department management and management employees independent of the gaming machine department on at least a monthly basis.
18. For those machines that have experienced at least 100,000 wagering transactions, large variances, three percent (3%). between theoretical hold and actual hold shall be investigated and resolved by the Revenue Audit Department with the findings documented and provided to the Regulatory Internal Audit Department within 72 hours of request .
19. Maintenance of the on-line gaming machine monitoring system data files shall be performed by a department independent of the gaming machine department. Alternatively, maintenance may be performed by gaming machine supervisory employees if sufficient documentation is generated and it is randomly verified on a monthly basis by employees independent of the gaming machine department.
20. Updates to the on-line gaming machine monitoring system to reflect additions, deletions, or movements of gaming machines shall be made at least weekly prior to in-meter readings and the weigh process.

## **H..Gaming machine hopper contents standards**

1. When machines are temporarily removed from the floor, gaming machine drop and hopper contents shall be protected to preclude the

- misappropriation of stored funds.
- 2..When machines are permanently removed from the floor, the gaming machine drop and hopper contents shall be counted and recorded by at least two employees with appropriate documentation being routed to the accounting department for proper recording and accounting for initial hopper loads.

## **I. Player Tracking System**

1. The following standards apply:
  - a. The player tracking system shall be secured so as to prevent unauthorized access as indicated in Section 8 a. 7. ( e.g., changing passwords at least quarterly and physical access to computer hardware, etc...)
  - b. The addition of points to members' accounts other than through actual gaming machine play shall be sufficiently documented including substantiation of reasons for increases. and shall be authorized by the Revenue Audit Department. Alternatively, addition of points to members' accounts may be authorized by gaming machine supervisory employees if sufficient documentation is generated and it is verified by Revenue Audit on a quarterly basis.
  - c. Booth employees who redeem points for members shall be allowed to receive lost players club cards, provided that they are immediately deposited into a secured container for retrieval by Security personnel for destruction.
  - d.. Changes to the player tracking system parameters, such as point structures and employee access, shall be performed by supervisory employees independent of the gaming machine department. Alternatively, changes to player tracking system parameters may be performed by gaming machine supervisory employees if sufficient documentation is generated and it is randomly verified by the Revenue Audit Department on a monthly basis.
  - e.. All other changes to the player tracking system shall be appropriately documented.

## **J. In-house Progressive Gaming Machine Standards**

1. A meter that shows the amount of the progressive jackpot shall be conspicuously displayed at or near the machines to which the jackpot applies.
2. At least once each day, the Revenue Audit Department shall record the amount shown on each progressive jackpot meter at **the LTBB**



**Gaming Operation** except for those jackpots that can be paid directly from the machine's hopper;

3. Explanations for meter reading decreases shall be maintained with the progressive meter reading sheets, and where the payment of a jackpot is the explanation for a decrease Revenue Audit Department shall record the jackpot payout number on the sheet or have the number reasonably available; and
4. Revenue Audit Department shall record the base amount of each progressive jackpot the gaming operation offers.
5. The LTBB gaming Regulatory Commission shall approve procedures specific to the transfer of progressive amounts in excess of the base amount to other gaming machines. Such procedures may also include other methods of distribution that accrue to the benefit of the gaming public via an award or prize.

## **K. Wide Area Progressive Gaming Machine Standards**

1. A meter that shows the amount of the progressive jackpot shall be conspicuously displayed at or near the machines to which the jackpot applies.
2. As applicable to participating gaming operations, the wide area progressive gaming machine system shall be adequately restricted to prevent unauthorized access, e.g., changing passwords at least quarterly, restrict access to EPROM's or other equivalent game software media, and restrict physical access to computer hardware, etc...
3. The LTBB Gaming Regulatory Commission shall approve procedures for the wide area progressive system that:
  - a.. Reconcile meters and jackpot payouts;
  - b.. Collect/drop gaming machine funds;
  - c.. Verify jackpot, payment, and billing to gaming operations on pro-rata basis;
  - d. System maintenance;
  - e. System accuracy; and
  - f.. System security.
4. Reports, where applicable, adequately documenting the procedures required in paragraph (1)(3) of this section shall be generated and retained.

5. The Regulatory Director or designated Regulatory Staff shall be contacted to participate in the verification process of Wide Area Progressive Jackpots.

## **L. Accounting/Revenue Auditing standards**

1. Gaming machine accounting/auditing procedures shall be performed by the Revenue Audit Department.
2. For on-line gaming machine monitoring systems, procedures shall be performed at least monthly to verify that the system is transmitting and receiving data from the gaming machines properly and to verify the continuing accuracy of the coin-in meter readings as recorded in the gaming machine statistical report.
3. For weigh scale and currency interface systems, for at least one drop period per month Revenue Audit employees shall make such comparisons as necessary to the system generated count as recorded in the gaming machine statistical report. Discrepancies shall be resolved prior to generation/distribution of gaming machine reports.
4. For each drop period, Revenue Audit personnel shall compare the coin-to-drop meter reading to the actual drop amount. Discrepancies should be resolved prior to generation/distribution of on-line gaming machine monitoring system statistical reports.
5. Follow-up shall be performed for any one machine having an unresolved variance between actual coin drop and coin-to-drop meter reading in excess of three percent 3% and over \$25.00. The follow-up performed and results of the investigation shall be documented, maintained for inspection, and provided to the LTBB Gaming Regulatory Commission upon request.
6. On, at least a weekly basis, for each drop period, Revenue Audit employees shall compare the bill-in meter reading to the total bill acceptor drop amount for the week. Discrepancies shall be resolved before the generation/distribution of gaming machine statistical reports.
7. Follow-up shall be performed for any one machine having an unresolved variance between actual currency drop and bill-in meter reading in excess of an amount that is both more than \$25 and at least three percent 3% of the actual currency drop. The follow-up performed and results of the investigation shall be documented,

maintained for inspection, and provided to the LTBB Gaming Regulatory Commission upon request.

8. At least annually, Revenue Audit personnel shall randomly verify that EPROM or other equivalent game software media changes are properly reflected in the gaming machine analysis reports.
9. Revenue Audit employees shall review exception reports for all computerized gaming machine systems on a daily basis for propriety of transactions and unusual occurrences.
10. All gaming machine auditing procedures and any follow-up performed shall be documented, maintained for inspection and provided to the LTBB Gaming Regulatory Commission upon request.

## **M. Ticket In/Ticket Out**

1. In addition to the applicable auditing and accounting standards in paragraph (L), Auditing/Accounting Standard, on a quarterly basis, the gaming operation shall foot all jackpot cash-out tickets equal to or greater than \$1,200 and trace totals to those produced by the host validation computer system.
2. The customer may request a cash-out ticket from the gaming machine that reflects all remaining credits. The cash-out ticket shall be printed at the gaming machine by an internal document printer. The cash-out ticket shall be valid for 60 days as approved by the LTBB gaming Regulatory Commission. Cash-out tickets may be redeemed for payment or inserted in another gaming machine and wagered, if applicable, during the specified time period.
3. The customer shall redeem the cash-out ticket at a change booth or cashiers' cage. Due to utilization of a remote computer validation system, the LTBB Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall develop alternate standards for the maximum amount that can be redeemed, which shall not exceed \$2999.99 per cash-out transaction.
4. Upon presentation of the cash-out ticket s. for redemption, the following shall occur:
  - a.. Scan the bar code via an optical reader or its equivalent; or
  - b. Input the cash-out ticket validation number into the computer.

5. The information contained in paragraph M4. of this section shall be communicated to the host computer. The host computer shall verify the authenticity of the cash-out ticket and communicate directly to the redeemer of the cash-out ticket.
6. If valid, the cashier pays the customer the appropriate amount and the cash-out ticket is electronically noted "paid" in the system. The "paid" cash-out ticket shall remain in the cashiers' bank for reconciliation purposes. The host validation computer system shall electronically reconcile the cashier's banks for the paid cashed-out tickets.
7. If invalid, the host computer shall notify the cashier redeemer of the cash-out ticket. The cashier shall refuse payment to the customer and notify a supervisor of the invalid condition. The supervisor shall resolve the dispute.
8. If the host validation computer system temporarily goes down, cashiers may redeem cash-out tickets at a change booth or cashier's cage after recording the following:
  - a.. Serial number of the cash-out ticket;
  - b. Date and time;
  - c. Dollar amount;
  - d. Issuing gaming machine number;
  - e. Marking ticket "paid"; and
  - f.. Ticket shall remain in cashier's bank for reconciliation purposes.
9. Cash-out tickets shall be validated as expeditiously as possible when the host validation computer system is restored.
10. The LTBB Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the LTBB Gaming Operation shall comply with procedures to control cash-out ticket paper, which shall include procedures that:
  - a.. Mitigate the risk of counterfeiting of cash-out ticket paper;
  - b. Adequately control the inventory of the cash-out ticket paper; and
  - c. Provide for the destruction of all unused cash-out ticket paper.
  - d. Alternatively, if the gaming operation utilizes a computer validation system, this standard shall not apply.
11. If the host validation computer system is down for more than four (4) hours, the LTBB Gaming Operation shall promptly notify the LTBB Gaming Regulatory Commission or its designated representative.
12. These gaming machine systems shall comply with all other standards as applicable. in this part including:

- a.. Standards for bill acceptor drop and count;
- b. Standards for coin drop and count; and
- c. Standards concerning EPROMS or other equivalent game software media.

## **N. Account Access Cards**

**Not Applicable at this time**

## **O. Smart Cards**

All smart cards that maintain the only source of account data are prohibited, i.e., cards that possess the means to electronically store and retrieve data.

# **LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS TRIBAL INTERNAL CONTROL STANDARDS**

## **Section 8 – Accounting**

- A.** LTBB Gaming Operation shall prepare accurate, complete, legible, and permanent records of all transactions pertaining to revenue and gaming activities.
- B.** LTBB Gaming Operation shall prepare general accounting records to Generally Accepted Accounting Principles on a double-entry system of accounting, maintaining detailed, supporting, subsidiary records, including, but not limited to:
  - 1. Detailed records identifying revenues, expenses, assets, liabilities, and equity for each gaming operation.
  - 2. Individual and statistical game records to reflect statistical drop, statistical win, and the percentage of statistical win to statistical drop by each table game, and to reflect statistical drop, statistical win, and percentage of statistical win to statistical drop for each type of table game, by shift, by day, cumulative month-to-date and year-to-date, and individual and statistical game records reflecting similar information for all other games;
  - 3. Gaming machine analysis reports which, by each machine, compare actual hold percentage to theoretical hold percentages;
  - 4. The records required by this part and by the Tribal Internal Control Standards;
  - 5. Journal entries prepared by the gaming operation and by its independent accountants; and
  - 6. Any other records specifically required to be maintained.
- C.** LTBB Gaming Operation shall establish administrative and accounting procedures for the purpose of determining effective control over a gaming operation's fiscal affairs. The procedures shall be designed to reasonably ensure that:
  - 1. Assets are safeguarded;
  - 2. Financial records are accurate and reliable;
  - 3. Transactions are performed only in accordance with management's general and specific authorization;
  - 4. Transactions are recorded adequately to permit proper reporting of gaming revenue and of fees and taxes, and to maintain accountability of assets;

5. Recorded accountability for assets is compared with actual assets at reasonable intervals, and appropriate action is taken with respect to any discrepancies; and
6. Functions, duties, and responsibilities are appropriately segregated in accordance with sound business practices.

#### **D. Gross gaming revenue computations.**

1. For table games, gross revenue equals the closing table bankroll, plus credit slips for cash, chips, tokens or personal/payroll checks returned to the cage, plus drop, less opening table bankroll and fills to the table, and money transfers issued from the game through the use of a cashless wagering system.
2. For gaming machines, gross revenue equals drop, less fills, jackpot payouts and personal property awarded to patrons as gambling winnings. Additionally, the initial hopper load is not a fill and does not affect gross revenue. The difference between the initial hopper load and the total amount that is in the hopper at the end of the gaming operation's fiscal year should be adjusted accordingly as an addition to or subtraction from the drop for the year
3. For each counter game, gross revenue equals:
  - a. The money accepted by the LTBB Gaming Operation on events or games that occur during the month or will occur in subsequent months, less money paid out during the month to patrons on winning wagers ("cash basis"); or
  - b. The money accepted by the LTBB Gaming Operation on events or games that occur during the month, plus money, not previously included in gross revenue, that was accepted by the gaming operation in previous months on events or games occurring in the month, less money paid out during the month to patrons as winning wagers ("modified accrual basis").
4. For each card game and any other game in which the gaming operation is not a party to a wager, gross revenue equals all money received by the operation as compensation for conducting the game.
  - a. computing gross revenue for gaming machines, keno and bingo, the actual cost to the gaming operation of any personal property distributed as losses to patrons may be deducted from winnings (other than costs of travel, lodging, services, food, and beverages), if the

gaming operation maintains detailed documents supporting the deduction.

- E. The LTBB Gaming Operation shall establish internal control systems sufficient to ensure that currency (other than tips or gratuities) received from a patron in the gaming area is promptly placed in a locked box in the table, or, in the case of a cashier, in the appropriate place in the cashier's cage, or on those games which do not have a locked drop box, or on card game tables, in an appropriate place on the table, in the cash register or in another approved repository.
- F. If the LTBB Gaming Operation provides periodic payments to satisfy a payout resulting from a wager, the initial installment payment, when paid, and the actual cost of a payment plan, which is funded by the gaming operation, may be deducted from winnings. The LTBB Gaming Operation is required to obtain the approval of all payment plans from the LTBB Gaming Regulatory Commission. For any funding method which merely guarantees the LTBB Gaming Operation's performance, and under which the LTBB Gaming Operation makes payments out of cash flow (e.g. irrevocable letters of credits, surety bonds, or other similar methods), the LTBB Gaming Operation may only deduct such payments when paid to the patron.
- G. For payouts by wide-area progressive gaming machine systems, the LTBB Gaming Operation may deduct from winnings only its pro rata share of a wide-area gaming machine system payout.
- H. Cash-out tickets issued at a gaming machine or gaming device shall be deducted from gross revenue as jackpot payouts in the month the tickets are issued by the gaming machine or gaming device. Tickets deducted from gross revenue that are not redeemed within a period, not to exceed the validation date approved by the LTBB Gaming Regulatory Commission, shall be included in gross revenue. An unredeemed ticket previously included in gross revenue may be deducted from gross revenue in the month redeemed.
- I. The LTBB Gaming Operation may not deduct from gross revenues the unpaid balance of a credit instrument extended for purposes other than gaming.
- J. The LTBB Gaming Operation may deduct from gross revenue the unpaid balance of a credit instrument if the gaming operation documents, or otherwise keeps detailed records of, compliance with the following



requirements. Such records confirming compliance shall be made available to the LTBB Gaming Regulatory Commission upon request:

1. The LTBB Gaming Operation can document that the credit extended was for gaming purposes;
2. The LTBB Gaming Operation has established procedures and relevant criteria to evaluate a patron's credit reputation or financial resources and to then determine that there is a reasonable basis for extending credit in the amount or sum placed at the patron's disposal;
3. In the case of personal checks, The LTBB Gaming Operation has established procedures to examine documentation, which would normally be acceptable as a type of identification when cashing checks, and has recorded the patron's bank check guarantee card number or credit card number, or has satisfied paragraph (j)(2) of this section, as management may deem appropriate for the check-cashing authorization granted;
4. In the case of third-party checks for which cash, chips, or tokens have been issued to the patron, or which were accepted in payment of another credit instrument, The LTBB Gaming Operation has established procedures to examine documentation, normally accepted as a means of identification when cashing checks, and has, for the check's maker or drawer, satisfied paragraph (j)(2) of this section, as management may deem appropriate for the check-cashing authorization granted;
5. In the case of guaranteed drafts, procedures should be established to ensure compliance with the issuance and acceptance procedures prescribed by the issuer;
6. The LTBB Gaming Operation has established procedures to ensure that the credit extended is appropriately documented, not least of which would be the patron's identification and signature attesting to the authenticity of the individual credit transactions. The authorizing signature shall be obtained at the time credit is extended.
7. The LTBB Gaming Operation has established procedures to effectively document its attempt to collect the full amount of the debt. Such documentation would include, but not be limited to, letters sent to the patron, logs of personal or telephone conversations, proof of presentation of the credit instrument to the patron's bank for collection, settlement agreements, or other documents which demonstrate that the gaming operation has made a good faith attempt to collect the full amount of the debt. Such records documenting collection efforts shall be made available to the LTBB Gaming Regulatory Commission upon request.

## **K. Maintenance and preservation of books, records and documents.**

1. All original books, records and documents pertaining to the conduct of wagering activities shall be retained by a gaming operation in accordance with the following schedule. A record that summarizes gaming transactions is sufficient, provided that all documents containing an original signature(s) attesting to the accuracy of a gaming related transaction are independently preserved. Original books, records or documents shall not include copies of originals, except for copies that contain original comments or notations on parts of multi-part forms. The following original books, records and documents shall be retained by a gaming operation for a minimum of five (5) years:
  - a. Casino cage documents;
  - b. Documentation supporting the calculation of table game win;
  - c. Documentation supporting the calculation of gaming machine win;
  - d. Documentation supporting the calculation of revenue received from the games of keno, pari-mutuel, bingo, pull-tabs, card games, and all other gaming activities offered by the gaming operation;
  - e. Table games statistical analysis reports;
  - f. Gaming machine statistical analysis reports;
  - g. Bingo statistical reports;
  - h. Revenue audit department documentation and reports;
  - i. All other books, records and documents pertaining to the conduct of wagering activities that contain original signature(s) attesting to the accuracy of the gaming related transaction.
2. Unless otherwise specified in this part, all other books, records, and documents shall be retained until such time as the accounting records have been audited by the gaming operation's independent certified public accountants.
3. The above definition shall apply without regards to the medium by which the book, record or document is generated or maintained (paper, computer-generated, magnetic media, etc.).

# **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 9. Cage**

### **A. Computer Applications.**

1. For any computer applications utilized, alternate documentation and/or procedures that provide at least the level of control described by the standards in this section, as approved by the LTBB Gaming Regulatory Commission, will be acceptable.

### **B. Standards for Cage.**

1. The Cage Department shall develop Cash Handling procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
2. The Cage Department shall develop Emergency procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
3. The Cage Department shall comply with the established standards set forth in Title 31 reporting policies and procedures.

### **C. Personal, Cashier, and Payroll Checks.**

1. If personal checks, cashier's checks, or payroll checks are cashed at the cage, the LTBB Gaming Regulatory Commission, or the Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the Gaming Operation shall comply with appropriate controls for purposes of security and integrity (i.e. identification verification, acceptance procedures, prompt endorsement and inclusion in cage accountability).
2. The LTBB Gaming Regulatory Commission, or the Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the Gaming Operation

shall comply with procedures for the acceptance of personal checks, collecting and recording checks returned to the Gaming Operation after deposit, re-deposit, and write-off authorization.

3. When traveler's checks or other guaranteed drafts such as cashier's checks are presented, the cashier shall comply with the examination and documentation procedures as required by the issuer.
4. The Gaming Operation shall develop check cashing authorization standards. These standards delegate to the employees the authority to approve checks based on amounts and job titles. Any changes to the standards will require Gaming Regulatory Commission approval.

**D. Customer Deposited Funds.**

1. The LTBB Gaming Operation does not allow guests to deposit funds.

**E. Cage and Vault Accountability Standards.**

1. All transactions that flow through the cage shall be summarized on a cage accountability form on a per shift basis and shall be supported by documentation.
2. The cage and vault inventories shall be counted by the oncoming and outgoing cashiers. These employees shall make individual counts for comparison of accuracy and maintenance of individual accountability. Such counts shall be recorded at the end of each shift during which activity took place. All discrepancies shall be noted and investigated. Unverified transfers of cash and/or cash equivalents are prohibited.
3. The Gaming Operation cash-on-hand shall include, but is not limited to, the following components:
  - a. Currency and coins;
  - b. House chips, including reserve chips;
  - c. Chips on tables;

- d. Hopper loads (coins put into machines when they are placed in service); and
- e. Fills and credits (these documents shall be treated as assets and liabilities, respectively, of the cage during a business day. When win or loss is recorded at the end of the business day, they are removed from accountability).

## **F. Chip and Token Standards**

1. The LTBB Gaming Operation shall comply with established procedures for the receipt, inventory, and storage, of gaming chips and tokens. All chips and tokens will be stored in a secure location and become part of inventory. Destruction of damaged or obsolete chips and tokens shall be performed by a bonded vendor. Chips or tokens slated for destruction shall be verified by Internal Audit or designee prior to destruction.
2. The Regulatory Department shall be notified of incoming shipments of new chips and/or tokens. The Internal auditor or designee shall be involved in the receipt and inspection of the new chips/and or tokens shipment.

## **G. Coupon Standards**

Any program for the exchange of coupons for chips, tokens, and/or another coupon program shall be approved by the LTBB Gaming Regulatory Commission or designated staff prior to implementation. The LTBB Gaming Operation shall establish and comply with procedures that account for and control such programs.

## **H. Accounting/Auditing Standards**

1. The cage accountability shall be reconciled to the general ledger at least monthly.
2. All cage accounting procedures and any follow-up performed shall be documented, maintained for inspection, and provided to the LTBB Gaming Regulatory Commission, Director, or designee upon request.
3. The LTBB Gaming Operation with the approval of the LTBB Gaming Regulatory Commission shall develop and implement procedures for the investigation of all cage/vault variances.

## **I. Extraneous Items**

1. Extraneous items transported into or out of the Cage or Vault will be checked by Security prior to entry or exit, then may be passed across the cage counter in full view of Surveillance.
2. Coats and purses are not allowed in the Cage or Vault area.

## **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 10 - Management Information Services**

### **A. General Controls for Gaming Hardware and Software**

1. Management shall take an active role in making sure that physical and logical security measures are implemented, maintained, and adhered to by personnel to prevent unauthorized access that could cause errors or compromise data or processing integrity.
  - a. Management shall ensure that all new gaming vendor hardware and software agreements/contracts contain language requiring the vendor to adhere to tribal internal control standards applicable to the goods and services the vendor is providing.
  - b. Physical security measures shall exist over computer, computer terminals, and storage media to prevent unauthorized access and loss of integrity of data and processing.
  - c. Access to systems software and application programs shall be limited to authorized personnel.
  - d. Access to computer data shall be limited to authorized personnel. The Information Services Department shall develop procedures approved by the LTBB Gaming Regulatory Commission that restrict users only to resources that are necessary to conduct their assigned duties.
  - e. Access to computer communications facilities, or the computer system, and information transmissions shall be limited to authorized Personnel. Standards in paragraph (a) (1) of this section shall apply to each applicable department within the LTBB Gaming Operation.
2. The main computers (i.e., hardware, software, and data files) for each gaming application (e.g., keno, race and sports, gaming machines, etc.) shall be in a secured area with access restricted to authorized persons, including vendors.
3. Access to computer operations shall be restricted to authorized personnel to reduce the risk of loss of integrity of data or processing.
4. Incompatible duties shall be adequately segregated and monitored to prevent error in general information technology procedures to go undetected or fraud to be concealed.
5. Non-information services personnel shall be precluded from having unrestricted access to the secured computer areas.

6. The computer systems, including application software, shall be secured through the use of passwords or other approved means where applicable. Management personnel or persons independent of the department being controlled shall assign and control access to system functions.
7. Passwords shall be controlled as follows unless otherwise addressed in the standards in this section.
  - a. Each user shall have their own individual password.
  - b. Passwords shall be changed at least quarterly with changes documented; and
  - c. For computer systems that automatically force a password change on a quarterly basis, documentation shall be maintained listing the systems and the date the user was given access.
8. Adequate backup and recovery procedures shall be in place that include:
  - a. Frequent backup of data files;
  - b. Backup of all programs;
  - c. Secured off-site storage of all backup data files and programs or other adequate protection; and
  - d. Recovery procedures that are tested on a sample basis, at least annually, with documentation of results.
9. Adequate information technology system documentation shall be maintained, including descriptions of hardware and software, operator manuals, etc.

## **B. Independence of Management Information Services personnel**

1. The Management Information Services personnel shall be independent of the gaming areas (e.g., cage, pit, count rooms, etc.). Management Information Services personnel procedures and controls should be documented and responsibilities communicated.
2. Management Information Services personnel shall be precluded from unauthorized access to:
  - a. Computers and terminals located in gaming areas;
  - b. Source documents; and
  - c. Live data files (not test data).
3. Management Information Services personnel shall be restricted from:



- a. Having unauthorized access to cash or other liquid assets except pay phones; and
- b. Initiating general or subsidiary ledger entries.

### **C. Security logs**

1. Computer security logs are generated by the systems, and shall be reviewed by Management Information Services supervisory personnel for evidence of:
  - a. Multiple attempts to log-on, or alternatively, the system shall deny user access after three attempts to log-on;
  - b. Unauthorized changes to live data files; and
  - c. Any other unusual transactions.
2. This paragraph shall not apply to personal computers.

### **D. Remote access**

1. If remote access (eg. VPN, modem, wireless) to any associated equipment is allowed for software support, the LTBB Gaming Operation shall maintain an access log that includes:
  - a. Name of employee authorizing remote access;
  - b. Name of authorized programmer or manufacturer representative;
  - c. Reason for remote access;
  - d. Description of work performed; and
  - e. Date, time, and duration of access.
2. Computer generated logs if possible will be required and shall include the following for each access.
  - a. Username
  - b. Date, time and duration of access

### **D. Document Storage**

1. Documents may be scanned or directly stored to an unalterable storage medium under the following conditions.
  - a. The storage medium shall contain the exact duplicate of the original document.
  - b. All documents stored on the storage medium shall be maintained with a detailed Index containing the gaming operation department and date. This index shall be available upon request by the LTBB Gaming Regulatory Commission.

- c. Upon request and adequate notice by the LTBB Gaming Regulatory Commission, hardware (terminal, printer, etc.) shall be made available in order to perform auditing procedures.
- d. Controls shall exist to ensure the accurate reproduction of records up to and including the printing of stored documents used for auditing purposes.
- e. Computer generated logs shall be retained for a minimum of five years.
- f. The storage medium shall be retained for a minimum of five years.
- g. Original documents must be retained until the books and records have been audited by an independent certified public accountant.

## **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 11 - Complimentary Services**

- A. The LTBB Gaming Operation shall establish and comply with procedures for the authorization, issuance, and tracking of complimentary services and items, including cash and non-cash gifts. Such procedures must be approved by the LTBB Gaming Regulatory Commission and shall include, but shall not be limited to, the procedures by which The LTBB Gaming Operation delegates to its employees the authority to approve the issuance of complimentary services and items, and the procedures by which conditions or limits, if any, which may apply to such authority are established and modified (including limits based on relationships between the authorizer and recipient), and shall further include effective provisions for audit purposes.
- B. At least monthly, accounting, information technology, or revenue audit personnel that cannot grant or receive complimentary privileges shall prepare reports that include the following information:
  - (1) Name of customer who received the complimentary service or item;
  - (2) Name(s) of authorized issuer of the complimentary service or item;
  - (3) The actual cash value of the complimentary service or item;
  - (4) The type of complimentary service or item (i.e., food, beverage, etc.); and
  - (5) Date the complimentary service or item was issued.
- C. The report required by paragraph (b) of this section shall not be required to include complimentary services or items below \$100.00, but will include a cumulative daily total of \$100.00 or more per customer as approved by the LTBB Gaming Regulatory Commission.
- D. The internal audit or the gaming operation accounting departments shall review the reports required in paragraph (B) of this section at least monthly. These reports shall be made available to the Tribe, LTBB Gaming Regulatory Commission, or other entity designated by the Tribe upon request.

## **Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards**

### **Section 12 - Drop & Count**

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## **A. Computer Applications**

1. For any computer applications utilized, alternate documentation and/or procedures that provide at least the level of control described by the standards in this section, as approved by the LTBB Gaming Regulatory Commission, will be acceptable.

## **B. Standards for Count Teams**

1. The Hard and Soft Count department shall develop cash handling procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission.
  - a. The Hard and Soft Count department shall develop Emergency procedures. These procedures and any subsequent changes shall require Tribal Gaming Regulatory Commission.

## **C. Table Game Drop Standards**

1. The setting out of empty table game drop boxes and the drop shall be a continuous process.
2. At the end of each shift:
  - a. All locked table game drop boxes shall be removed from the tables by Security;
  - b. The LTBB Gaming Operation utilizes a single drop box with separate openings and compartments for each shift; and
  - c. Upon removal from the tables, table game drop boxes shall be transported directly to the count room or other equivalently secure area with comparable controls and locked in a secure manner until the count takes place.
3. If drop boxes are not placed on all tables, then the pit department shall document which tables were open during the shift.
4. The transporting of table game drop boxes shall be performed by a minimum of two persons, at least one of whom is independent of the pit shift being dropped.
5. All table game drop boxes shall be posted with a number corresponding to a permanent number on the gaming table and marked to indicate game, table number, and shift.

6. Surveillance shall be notified when the drop is to begin so that surveillance may monitor the activities.

#### **D. Soft Count Room Personnel**

1. The table game soft count and the gaming machine bill acceptor count shall be performed by a minimum of three employees.
2. Count room personnel shall not be allowed to exit or enter the count room during the count except for emergencies or scheduled breaks. At no time during the count, shall there be fewer than three employees in the count room until the drop proceeds have been accepted into cage/vault accountability. Surveillance shall be notified whenever count room personnel exit or enter the count room during the count.
3. The count team shall be independent of transactions being reviewed and counted. The count team shall be independent of the cage/vault departments, however, an accounting representative may be used if there is an independent audit of all soft count documentation.

#### **E. Table Game Soft Count Standards**

1. The table game soft count shall be performed in a soft count room or other equivalently secure area with comparable controls.
2. Access to the count room during the count shall be restricted to members of the drop and count teams, with the exception of authorized observers, supervisors for resolution of problems, and authorized maintenance personnel.
3. If counts from various revenue centers occur simultaneously in the count room, procedures shall be in effect that prevent the commingling of funds from different revenue centers.
4. The table game drop boxes shall be individually emptied and counted in such a manner to prevent the commingling of funds between boxes until the count of the box has been recorded.
  - a. The count of each box shall be recorded in ink or other permanent form of recordation.
  - b. A second count shall be performed by an employee on the count team who did not perform the initial count.
  - c. Corrections to information originally recorded by the count team on soft count documentation shall be made by drawing a single line through the error, writing the correct figure above the original

figure, and then obtaining the initials of at least two count team members who verified the change.

5. A count team member shall be able to observe the loading and unloading of all currency at the currency counter, including rejected currency.
6. Table game drop boxes, when empty, shall be shown to another member of the count team, or to surveillance, provided the count is monitored in its entirety by the Surveillance Department or designated Regulatory Staff.
7. Orders for fill/credit if applicable shall be matched to the fill/credit slips. Fills and credits shall be traced to or recorded on the count sheet.
8. The opening/closing table forms shall either be:
  - a. Examined and traced to or recorded on the count sheet; or
  - b. If a computerized system is used, accounting personnel can trace the opening/closing table forms to the count sheet. Discrepancies shall be investigated with the findings documented and maintained for inspection.
9. The count sheet shall be reconciled to the total drop by a count team member who shall not function as the sole recorder.
10. All members of the count team shall sign the count document or a summary report to attest to their participation in the count.
11. All drop proceeds and cash equivalents that were counted shall be turned over to the cage or vault cashier for verification. Such person shall certify by signature as to the accuracy of the drop proceeds delivered and received.
12. The count sheet, with all supporting documents, shall be delivered to the accounting department by a count team member or a person independent of the cashiers department. Alternatively, it may be adequately secured e.g., locked container to which only accounting personnel can gain access until retrieved by the accounting department.
13. Access to stored, full table game drop boxes shall be restricted to authorized members of the drop and count teams.

## **F. Gaming Machine Bill Acceptor Drop Standards**

1. A minimum of three employees shall be involved in the removal of the gaming machine drop, at least one of who is independent of the gaming machine department.
2. All bill acceptor canisters shall be removed only at the time previously designated by the gaming operation and reported to the LTBB Gaming Regulatory Commission or Designee except for emergency drops.
3. Surveillance shall be notified when the drop is to begin so that surveillance may monitor the activities.
4. The bill acceptor canisters shall be removed by a Drop Team member then transported directly to the count room or other equivalently secure area with comparable controls and locked in a secure manner until the count takes place.
  - a. Security shall be provided over the bill acceptor canisters removed from the gaming machines and awaiting transport to the count room.
  - b. The transporting of bill acceptor canisters shall be performed by a minimum of two persons, at least one of who is independent of the gaming machine department.
5. All bill acceptor canisters shall be posted with a number corresponding to a permanent number on the gaming machine.

## **G. Gaming Machine Bill Acceptor Count Standards**

1. The gaming machine bill acceptor count shall be performed in a soft count room or other equivalently secure area with comparable controls.
2. Access to the count room during the count shall be restricted to members of the drop and count teams, with the exception of authorized observers, supervisors for resolution of problems, and authorized maintenance personnel.
3. If counts from various revenue centers occur simultaneously in the count room, procedures shall be in effect that prevent the commingling of funds from different revenue centers.
4. The bill acceptor canisters shall be individually emptied and counted in such a manner to prevent the commingling of funds between canisters until the count of the canister has been recorded.

- a. The count of each canister shall be recorded in ink or other permanent form of recordation.
  - b. A second count shall be performed by an employee on the count team who did not perform the initial count.
  - c. Corrections to information originally recorded by the count team on soft count documentation shall be made by drawing a single line through the error, writing the correct figure above the original figure, and then obtaining the initials of at least two count team members who verified the change.
5. A count team member shall be able to observe the loading and unloading of all currency at the currency counter, including rejected currency.
6. Canisters, when empty, shall be shown to another member of the count team, or to surveillance, provided that the count is monitored in its entirety by the Surveillance Department or designated Regulatory Staff
7. The count sheet shall be reconciled to the total drop by a count team member who shall not function as the sole recorder.
8. All members of the count team shall sign the count document or a summary report to attest to their participation in the count.
9. All drop proceeds and cash equivalents that were counted shall be turned over to the cage or vault cashier for verification. Such person shall certify by signature as to the accuracy of the drop proceeds delivered and received.
10. The count sheet, with all supporting documents, shall be delivered to the revenue audit department by a count team member or a person independent of the cashiers department. Alternatively, it may be adequately secured (e.g., locked container to which only revenue audit personnel can gain access) until retrieved by the revenue audit department.
11. Access to stored bill acceptor canisters, full or empty, shall be restricted to:
  - a.. Authorized members of the drop and count teams; and
  - b. Authorized personnel in an emergency for the resolution of a problem.
12. All bill acceptor canisters contents shall be posted with a number corresponding to a permanent number on the gaming machine.



## **H. Gaming Machine Coin Drop Standards**

1. A minimum of three employees shall be involved in the removal of the gaming machine drop, at least one of who is independent of the gaming machine department.
2. All drop buckets shall be removed only at the time previously designated by the LTBB Gaming Operation and reported to the LTBB Gaming Regulatory Commission, except for emergency drops.
3. Surveillance shall be notified when the drop is to begin in order that Surveillance may monitor the activities.
4. Security shall be provided over the buckets removed from the gaming machine drop cabinets and awaiting transport to the count room.
5. As each machine is opened, the contents shall be tagged with its respective machine number if the bucket is not permanently marked with the machine number. The contents shall be transported directly to the area designated for the counting of such drop proceeds. If more than one trip is required to remove the contents of the machines, the filled carts of coins shall be securely locked in the room designed for counting or in another equivalently secure area with comparable controls. There shall be a locked covering on any carts in which the drop route includes passage out of doors.
  - a. Alternatively, a smart bucket system that electronically identifies and tracks the gaming machine number, and facilitates the proper recognition of gaming revenue, shall satisfy the requirements of this paragraph.
6. Each drop bucket in use shall be:
  - a. Housed in a locked compartment separate from any other compartment of the gaming machine and keyed differently than other gaming machine compartments; and
  - b. Identifiable to the gaming machine from which it is removed. If the gaming machine is identified with a removable tag that is placed in the bucket, the tag shall be placed on top of the bucket when it is collected.
7. Each gaming machine shall have drop buckets into which coins or tokens that are retained by the gaming machine are collected. Drop bucket contents shall not be used to make change or pay hand-paid payouts.

8. The collection procedures may include procedures for dropping gaming machines that have trays instead of drop buckets.

## **I. Hard Count Room Personnel**

1. The weigh/count shall be performed by a minimum of three employees.
2. At no time during the weigh/count shall there be fewer than three employees in the count room until the drop proceeds have been accepted into cage/vault accountability. Surveillance shall be notified whenever count room personnel exit or enter the count room during the count.
3. The count team shall be independent of transactions being reviewed and counted. The count team shall be independent of the cage/vault departments, unless they are non-supervisory gaming machine employees and perform the laborer function only. A non-supervisory gaming machine employee is defined as a person below the level of gaming machine shift supervisor. A cage cashier may be used if this person is not allowed to perform the recording function. An accounting representative may be used if there is an independent audit of all count documentation.

## **J. Gaming Machine Coin Count and Wrap Standards**

1. Coins shall include tokens.
2. The gaming machine coin count and wrap shall be performed in a count room or other equivalently secure area with comparable controls.
3. Access to the count room during the count shall be restricted to members of the drop and count teams, with the exception of authorized observers, supervisors for resolution of problems, and authorized maintenance personnel.
4. If counts from various revenue centers occur simultaneously in the count room, procedures shall be in effect that prevent the commingling of funds from different revenue centers.
5. The following functions shall be performed in the counting of the gaming machine drop:
  - a. Recorder function, which involves the recording of the gaming machine count; and

- b. Count team supervisor function, which involves the control of the gaming machine weigh and wrap process. The supervisor shall not perform the initial recording of the weigh/count unless a weigh scale with a printer is used.
- 6. The gaming machine drop shall be counted, wrapped, and reconciled in such a manner to prevent the commingling of gaming machine drop coin with coin (for each denomination.) from the next gaming machine drop until the count of the gaming machine drop has been recorded. If the coins are not wrapped immediately after being weighed or counted, they shall be secured and not commingled with other coin.
  - a. The amount of the gaming machine drop from each machine shall be recorded in ink or other permanent form of recordation on a gaming machine count document by the recorder or mechanically printed by the weigh scale.
  - b. Corrections to information originally recorded by the count team on gaming machine count documentation shall be made by drawing a single line through the error, writing the correct figure above the original figure, and then obtaining the initials of at least two count team members who verified the change.
    - i. If a weigh scale interface is used, corrections to gaming machine count data shall be made using either of the following:
      - 1. Drawing a single line through the error on the gaming machine document, writing the correct figure above the original figure, and then obtaining the initials of at least two count team employees. If this procedure is used, an employee independent of the gaming machine department and count team shall enter the correct figure into the computer system prior to the generation of related gaming machine reports;
- 7. The recorder and at least one other count team member shall sign the weigh tape and the gaming machine count document attesting to the accuracy of the weigh/count.
- 8. All members of the count team shall sign the count document or a summary report to attest to their participation in the count.
- 9. All drop proceeds and cash equivalents that were counted shall be turned over to the cage or vault cashier who shall be

independent of the count team. or to an authorized person/employee independent of the revenue generation and the count process for verification. Such person shall certify by signature as to the accuracy of the drop proceeds delivered and received.

10. All gaming machine count and wrap documentation, including any applicable computer storage media, shall be delivered to the revenue audit department by a count team member or a person independent of the cashier's department. Alternatively, it may be adequately secured (e.g., locked container to which only revenue audit personnel can gain access) until retrieved by the revenue audit department.
11. If the coins are transported off the property, a second (alternative) count procedure shall be performed before the coins leave the property. Any variances shall be documented.
12. Variances. Large (by denomination, either \$1,000 or 2% of the drop, whichever is less) or unusual (e.g., zero for weigh/count or patterned for all counts) variances between the weigh/count and wrap shall be investigated by management personnel independent of the gaming machine department, count team, and the cage/vault functions within 72 hours. The results of such investigation shall be documented, maintained for inspection, and provided to the LTBB Gaming Regulatory Commission upon request.

#### **K. Security of the Count Room Inventory During the Gaming Machine Coin Count and Wrap**

1. If the count room is segregated from the coin room, or if the coin room is used as a count room and the coin room inventory is secured to preclude access by the count team, all of the following requirements shall be completed, at the conclusion of the count:
  - a.. At least two members of the count/wrap team shall count the final wrapped gaming machine drop independently from each other;
  - b. The counts shall be recorded on a summary report;
  - c.. The same count team members shall compare the final wrap to the weigh/count, recording the comparison and noting any variances on the summary report;
  - d. A member of the cage/vault department shall count the wrapped gaming machine drop by denomination and reconcile it to the weigh/count;

- e. At the conclusion of the reconciliation, at least two count team members and the cage/vault employee shall sign the summary report attesting to its accuracy; and
- f. The wrapped coins shall be transported to the cage, vault or coin vault after the reconciliation of the weigh/count to the wrap.

**L. Transfers during the gaming machine coin count and wrap are not permitted.**

**M. Gaming Machine Drop Key Control Standards**

- 1. Gaming machine coin drop cabinet keys, including duplicates, shall be maintained by the Security department.
- 2. The physical custody of the keys needed to access gaming machine coin drop cabinets, including duplicates, shall require the involvement of two persons, one of whom is independent of the gaming machine department.
- 3. Two employees separate from key custodian shall be required to accompany such keys while checked out and observe each time gaming machine drop cabinets are accessed, unless surveillance is notified each time keys are checked out and surveillance observes the person throughout the period the keys are checked out.

**N. Table Game Drop Box Key Control Standards**

- 1. Procedures shall be developed and implemented to insure that unauthorized access to empty table game drop boxes shall not occur from the time the boxes leave the storage racks until they are placed on the tables.
- 2. The involvement of at least two Security Officers shall be required to access stored empty table game drop boxes.
- 3. The release keys shall be separately keyed from the contents keys.
- 4. At least three count team members are required to be present at the time count room and other count keys are issued for the count.
- 5. All duplicate keys shall be maintained in a manner that provides the same degree of control as is required for the original keys. Records shall be maintained for each key duplicated that indicate the number of keys made and destroyed.

6. Logs shall be maintained by the custodian of sensitive keys to document authorization of personnel accessing keys.

## **O. Table Game Drop Box Release Keys**

1. The table game drop box release keys shall be maintained by the Security department.
2. Only Security Officers authorized to remove table game drop boxes from the tables shall be allowed access to the table game drop box release keys; however, the count team members may have access to the release keys during the soft count in order to reset the table game drop boxes.
3. Security Officers authorized to remove the table game drop boxes shall be precluded from having simultaneous access to the table game drop box contents keys and release keys.
4. For situations requiring access to a table game drop box at a time other than the scheduled drop, the date, time, and signature of employee signing out/in the release key must be documented.

## **P. Bill Acceptor Canister Release Keys**

1. The bill acceptor canister release keys shall be maintained by the Security department.
2. Only the persons authorized to remove bill acceptor canisters from the gaming machines shall be allowed access to the release keys.
3. Persons authorized to remove the bill acceptor canisters shall be precluded from having simultaneous access to the bill acceptor canister contents keys and release keys.
4. For situations requiring access to a bill acceptor canister at a time other than the scheduled drop, the date, time, and signature of employee signing out/in the release key must be documented.

## **Q. Table Game Drop Box Storage Rack Keys**

1. A person independent of the pit department shall be required to accompany the table game drop box storage rack keys and observe

each timetable game drop boxes are removed from or placed in storage racks.

2. Persons authorized to obtain table game drop box storage rack keys shall be precluded from having simultaneous access to table game drop box contents keys with the exception of the count team.

## **R. Bill Acceptor Canister Storage Rack Keys**

1. A person independent of the gaming machine department shall be required to accompany the bill acceptor canister storage rack keys and observe each time canisters are removed from or placed in storage racks.
2. Persons authorized to obtain bill acceptor canister storage rack keys shall be precluded from having simultaneous access to bill acceptor canister contents keys with the exception of the count team.

## **S. Table Game Drop Box Contents Keys**

1. The physical custody of the keys needed for accessing stored, full table game drop box contents shall require the involvement of persons from at least two separate departments, with the exception of the count team.
2. Access to the table game drop box contents key at other than scheduled count times shall require the involvement of at least three persons from separate departments, including management. The reason for access shall be documented with the signatures of all participants and observers.
3. Only count team members shall be allowed access to table game drop box content keys during the count process.

## **T. Bill Acceptor Canister Contents Keys**

1. The physical custody of the keys needed for accessing stored, full bill acceptor canister contents shall require involvement of persons from two separate departments, with the exception of the count team.
2. Access to the bill acceptor canister contents key at other than scheduled count times shall require the involvement of at least three persons from separate departments, one of whom must be a

- supervisor. The reason for access shall be documented with the signatures of all participants and observers.
3. Only the count team members shall be allowed access to bill acceptor canister contents keys during the count process.

## **U. Gaming Machine Computerized Key Security Systems**

1. Computerized key security systems which restrict access to the gaming machine drop and count keys through the use of passwords, keys or other means, other than a key custodian, must provide the same degree of control as indicated in the aforementioned key control standards; refer to paragraphs (M)(P)(R) and (T) of this section. Note: This standard does not apply to the system administrator. The system administrator is defined in paragraph (U) (2) (a) of this section.
2. For computerized key security systems, the following additional gaming machine key control procedures apply:
  - a. Management personnel independent of the gaming department assign and control user access to keys in the computerized key security system i.e., system administrator. To ensure that gaming machine drop and count keys are restricted to authorized employees.
  - b. In the event of an emergency or the key box is inoperable, access to the emergency manual keys. A.k.a., override key. used to access the box containing the gaming machine drop and count keys, requires the physical involvement of at least three persons from separate departments, including management. The date, time, and reason for access, must be documented with the signatures of all participating employees signing out/in the emergency manual keys.
  - c. The custody of the keys issued pursuant to paragraph (U) (2) (b) of this section requires the presence of two persons from separate departments from the time of their issuance until the time of their return.
  - d. Routine physical maintenance that requires accessing the emergency manual keys, override key, and does not involve the accessing of the gaming machine drop and count keys, only requires the presence of two persons from separate departments. The date, time and reason for access must be documented with the signatures of all participating employees signing out/in the emergency manual keys.
3. For computerized key security systems controlling access to gaming machine drop and count keys, accounting/audit personnel, independent of the system administrator, will perform the following procedures:



- a. Daily, review the report generated by the computerized key security system indicating the transactions performed by the individuals that adds, deletes, and changes user's access within the system i.e., system administrator.. Determine whether the transactions completed by the system administrator provide an adequate control over the access to the gaming machine drop and count keys. Also, determine whether any gaming machine drop and count keys removed or returned to the key cabinet by the system administrator was properly authorized.
  - b. For at least one day each month, review the report generated by the computerized key security system indicating all transactions performed to determine whether any unusual gaming machine drop and count key removals or key returns occurred.
  - c. Review quarterly a sample of users that are assigned access to the gaming machine drop and count keys to determine that their access to the assigned keys is adequate relative to their job position.
  - d. All noted improper transactions or unusual occurrences are investigated with the results documented.
4. Quarterly, an inventory of all count room, drop box release, storage rack and contents keys is performed, and reconciled to records of keys made, issued, and destroyed. Investigations are performed for all keys unaccounted for, with the investigation being documented.

## **V. Table Games Computerized Key Security Systems**

1. Computerized key security systems which restrict access to the table game drop and count keys through the use of passwords, keys or other means, other than a key custodian, must provide the same degree of control as indicated in the aforementioned key control standards; refer to paragraphs (N)(O)(Q) and (S) of this section. Note: This standard does not apply to the system administrator. The system administrator is defined in paragraph (V) (2) (b) of this section.
2. For computerized key security systems, the following additional table game key control procedures apply:
  - a. Management personnel independent of the table game department assign and control user access to keys in the computerized key security system i.e., system administrator. to ensure that table game drop and count keys are restricted to authorized employees.
  - b. In the event of an emergency or the key box is inoperable, access to the emergency manual keys. a.k.a. override key., used to access the box containing the table game drop and count keys, requires the physical involvement of at least three persons from separate

- departments, including management. The date, time, and reason for access, must be documented with the signatures of all participating employees signing out/in the emergency manual keys.
- c. The custody of the keys issued pursuant to paragraph (V) (2) (b) of this section requires the presence of two persons from separate departments from the time of their issuance until the time of their return.
  - d. Routine physical maintenance that requires accessing the emergency manual keys. override key. and does not involve the accessing of the table games drop and count keys, only requires the presence of two persons from separate departments. The date, time and reason for access must be documented with the signatures of all participating employees signing out/in the emergency manual keys..
3. For computerized key security systems controlling access to table games drop and count keys, accounting/audit personnel, independent of the system administrator, will perform the following procedures:
    - a. Daily, review the report generated by the computerized key security system indicating the transactions performed by the individuals. That adds, deletes, and changes user's access within the system i.e., system administrator. Determine whether the transactions completed by the system administrator provide an adequate control over the access to the table games drop and count keys. Also, determine whether any table games drop and count keys. removed or returned to the key cabinet by the system administrator was properly authorized.
    - b. For at least one day each month, review the report generated by the computerized key security system indicating all transactions performed to determine whether any unusual table games drop and count key removals or key returns occurred.
    - c. At least quarterly, review a sample of users that are assigned access to the table games drop and count keys to determine that their access to the assigned keys is adequate relative to their job position.
    - e. All noted improper transactions or unusual occurrences are investigated with the results documented.
  4. Quarterly, an inventory of all count room, table game drop box release, storage rack and contents keys is performed, and reconciled to records of keys made, issued, and destroyed. Investigations are performed for all keys unaccounted for, with the investigations being documented.

## **W. Emergency Drop Procedures**

1. Emergency drop procedures shall be developed by the LTBB Gaming Regulatory Commission, or the LTBB Gaming Operation as approved by the LTBB Gaming Regulatory Commission.

## **X. Equipment Standards For Gaming Machine Count**

1. A weigh scale calibration module shall be secured so as to prevent unauthorized access e.g., pre-numbered seal, lock and key, etc..
2. A person independent of the cage, vault, gaming machine, and count team functions shall be required to be present whenever the calibration module is accessed. Such access shall be documented and maintained.
3. If a weigh scale interface is used, it shall be adequately restricted so as to prevent unauthorized access (passwords, keys, etc).
4. If the weigh scale has a zero adjustment mechanism, it shall be physically limited to minor adjustments e.g., weight of a bucket. or physically situated such that any unnecessary adjustments to it during the weigh process would be observed by other count team members.
5. The weigh scale and weigh scale interface (if applicable) shall be tested by a person or persons independent of the cage, vault, and gaming machine departments and count team at least quarterly. At least annually, this test shall be performed by internal audit in accordance with the internal audit standards. The result of these tests shall be documented and signed by the person or persons performing the test.
6. Prior to the gaming machine count, at least two employees shall verify the accuracy of the weigh scale with varying weights or with varying amounts of previously counted coin for each denomination to ensure the scale is properly calibrated (varying weights/coin from drop to drop is acceptable).
7. If a mechanical coin counter is used instead of a weigh scale., the LTBB Gaming Regulatory Commission, or the LTBB Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the gaming operation shall comply, with procedures that are equivalent to those described in paragraphs (X)(4), (X)(5) and (X)(6) of this section.

8. If a coin meter count machine is used, the count team member shall record the machine number denomination and number of coins in ink on a source document, unless the meter machine automatically records such information.
  - a. A count team member shall test the coin meter count machine prior to the actual count to ascertain if the metering device is functioning properly with a predetermined number of coins for each denomination.
  - b. [Reserved]

## **Y. Emergency Drop Procedures**

The LTBB Gaming Operation shall develop Emergency Drop Procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval

# **Little Traverse Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 13 - Internal Audit**

### **A. Internal Audit Personnel**

1. A separate Internal Audit department shall be maintained whose primary function is performing internal audit work and that is independent with respect to the departments subject to audit.
2. The internal audit personnel shall report directly to the LTBB Gaming Regulatory Commission, as designated by the Tribe.

### **B. Audits**

1. Internal audit personnel shall perform audits of all major gaming areas of the gaming operation. The following shall be reviewed at least annually:

- a. Bingo, including but not limited to, bingo card control, payout procedures, and cash reconciliation process;
  - b. Card Games, including but not limited to, card games operation, cash exchange procedures, shill transactions, and count procedures.
  - c.. Table games, including but not limited to, fill and credit procedures, soft drop/count procedures and the subsequent transfer of funds, unannounced testing of count room currency counters and/or currency interface, location and control over sensitive keys, the tracing of source documents to summarized documentation and accounting records, and reconciliation to restricted copies;
  - d. Gaming machines, including but not limited to, jackpot payout and gaming machine fill procedures, gaming machine drop/count and bill acceptor drop/count and subsequent transfer of funds, unannounced testing of weigh scale and weigh scale interface, unannounced testing of count room currency counters and/or currency interface, gaming machine drop cabinet access, tracing of source documents to summarized documentation and accounting records, reconciliation to restricted copies, location and control over sensitive keys, compliance with EPROM, or other equivalent software media duplication procedures, and compliance with MICS procedures for gaming machines that accept currency or coins. and issue cash-out tickets or gaming machines that do not accept currency or coins. and do not return currency or coins.
  - e. Cage and credit procedures including all cage, credit, and collection procedures, and the reconciliation of trial balances to physical instruments on a sample basis. Cage accountability shall be reconciled to the general ledger;
  - f. Information technology functions, including review for compliance with information technology standards;
  - g. Complimentary service or item, including but not limited to, procedures whereby complimentary service items are issued, authorized, and redeemed; and
  - h. Any other internal audits as required by the Tribe, LTBB Gaming Regulatory Commission.
2. In addition to the observation and examinations performed under paragraph (b) (1). of this section, follow-up observations and examinations shall be performed to verify that corrective action has been taken regarding all instances of noncompliance cited by internal audit, the independent accountant, and/or the LTBB Gaming Regulatory Commission. The verification shall be performed within six (6) months following the date of notification.
  3. Whenever possible, internal audit observations shall be performed on an unannounced basis i.e., without the employees being forewarned that their activities will be observed.

## **C. Documentation**

1. Documentation (e.g., checklists, programs, reports, etc.) shall be prepared to evidence all internal audit work performed as it relates to the requirements in this section, including all instances of noncompliance.
2. The internal audit department shall operate with audit programs, which, at a minimum, address the MICS. Additionally, the department shall properly document the work performed, the conclusions reached, and the resolution of all exceptions. Institute of Internal Auditors standards are recommended but not required.

## **D. Reports**

1. Reports documenting audits performed shall be maintained and made available to the LTBB Gaming Regulatory Commission upon request.
2. Such audit reports shall include the following information:
  - a. Audit objectives;
  - b. Audit procedures and scope;
  - c. Findings and conclusions;
  - d. Recommendations, if applicable; and
  - e. Management's response.

## **E. Material Exceptions**

All material exceptions resulting from internal audit work shall be investigated and resolved with the results of such being documented and retained for five years. Reports of material exceptions will be forwarded to Tribal Executive and Tribal Council.

## **F. Role of Management**

1. Internal audit findings shall be reported to management.
2. Management shall be required to respond to internal audit findings stating corrective measures to be taken to avoid recurrence of the audit exception.

3. Such management responses shall be included in the internal audit report that will be delivered to Tribal Executive, Tribal Council, LTBB Gaming Regulatory Commission, and Casino Management.

## **G. Internal Audit Guidelines**

1. In connection with the internal audit testing pursuant to paragraph (B) (1) of this section, the LTBB Regulatory Commission shall develop recommended Internal Audit Guidelines, which shall be available upon request.

# **Little Traverse Bands of Odawa Indians Tribal Minimum Internal Control Standards**

## **Section 14 – Surveillance**

- A. The surveillance system shall be maintained and operated from a staffed surveillance room and shall provide surveillance over gaming areas.
- B. The entrance to the surveillance room shall be located so that it is not readily accessible by either The LTBB Gaming Operation employees who work primarily on the casino floor, or the general public.
- C. Access to the surveillance room shall be limited to surveillance personnel, designated employees, and other persons authorized in accordance with the surveillance department policy as approved by the LTBB Gaming Regulatory Commission. The surveillance department shall maintain a sign-in log of other authorized persons entering the surveillance room.
- D. Surveillance room equipment shall have total override capability over all other satellite surveillance equipment located outside the surveillance room.

- E. In the event of power loss to the surveillance system, an auxiliary or backup power source shall be available and capable of providing immediate restoration of power to all elements of the surveillance system that enable surveillance personnel to observe the table games remaining open for play and all areas covered by dedicated cameras. Auxiliary or backup power sources such as a UPS System, backup generator, or an alternate utility supplier, satisfy this requirement.
- F. The surveillance system shall include date and time generators that possess the capability to display the date and time of recorded events on video and/or digital recordings. The displayed date and time shall not significantly obstruct the recorded view.
- G. The surveillance department shall ensure staff is trained in the use of the equipment, knowledge of the games, and house rules.
- H. Each camera required by the standards in this section shall be installed in a manner that will prevent it from being readily obstructed, tampered with, or disabled by customers or employees. All camera movement will only be completed by personnel authorized by the LTBB Gaming Regulatory Commission.
- I. Each camera required by the standards in this section shall possess the capability of having its picture displayed on a monitor and recorded. The surveillance system shall include sufficient numbers of monitors and recorders to simultaneously display and record multiple gaming and count room activities, and record the views of all dedicated cameras and motion activated dedicated cameras.
- J. Reasonable effort shall be made to repair each malfunction of surveillance system equipment required by the standards in this section within seventy-two (72) hours after the malfunction is discovered. The LTBB Gaming Regulatory Commission shall be notified of any cameras that has malfunctioned for more than twenty-four 24 hours.
  - a. In the event of a dedicated camera malfunction, the LTBB Gaming Operation and/or the surveillance department shall immediately provide alternative camera coverage or other security measures, such as additional supervisory or security personnel, to protect the subject activity.

## **K. Bingo**



1. The surveillance system shall possess the capability to monitor the bingo ball drawing device or random number generator, which shall be recorded during the course of the draw by a dedicated camera with sufficient clarity to identify the balls drawn or numbers selected.
2. The surveillance system shall monitor and record the game board and the activities of the employees responsible for drawing, calling, and entering the balls drawn or numbers selected.

## **L. Card Games**

The surveillance system shall monitor and record general activities in each card room with sufficient clarity to identify the employees performing the different functions.

## **M. Progressive Card Games**

1. Progressive card games with a progressive jackpot of \$25,000 or more shall be monitored and recorded by dedicated cameras that provide coverage of:
  - a. The table surface, sufficient that the card values and card suits can be clearly identified;
  - b. An overall view of the entire table with sufficient clarity to identify customers and dealer; and
  - c. A view of the posted jackpot amount.

## **N. Table Games**

1. Operations with four (4) or more table games.

Except as otherwise provided in paragraphs N3 and N4 of this section, the surveillance system of gaming operations operating four (4) or more table games shall provide at a minimum one (1) pan-tilt-zoom camera per two (2) tables and surveillance must be capable of taping:

  - a. With sufficient clarity to identify customers and dealers; and
  - b. With sufficient coverage and clarity to simultaneously view the table bank and determine the configuration of wagers, card values, and game outcome.
  - c. One (1) dedicated camera per table and one (1) pan-tilt-zoom camera per four (4) tables may be an acceptable

alternative procedure to satisfy the requirements of this paragraph.

2. Operations with three (3) or fewer table games.

The surveillance system of gaming operations operating three 3. or fewer table games shall:

- a. Comply with the requirements of paragraph N1, of this section; or
- b. Have one (1) overhead camera at each table.

3. Craps.

All craps tables shall have two (2) dedicated cross view cameras covering both ends of the table.

4. Roulette.

All roulette areas shall have one (1) overhead dedicated camera covering the roulette wheel and shall also have one (1) dedicated camera covering the play of the table.

## **O. Progressive Table Games**

1. Progressive table games with a progressive jackpot of \$25,000 or more shall be monitored and recorded by dedicated cameras that provide coverage of:
  - a. The table surface, sufficient that the card values and card suits can be clearly identified;
  - b.. An overall view of the entire table with sufficient clarity to identify customers and dealer; and
  - c.. A view of the progressive meter jackpot amount. If several tables are linked to the same progressive jackpot meter, only one meter need be recorded.

## **P. Gaming Machines**

1. Except as otherwise provided in paragraphs P2 and P3, of this section, gaming machines offering a payout of more than \$250,000 shall be monitored and recorded by a dedicated cameras. to provide coverage of:
  - a. All customers and employees at the gaming machine, and
  - b. The face of the gaming machine, with sufficient clarity

to identify the payout lines of the gaming machine.

## 2. In-House Progressive Machine

In-house progressive gaming machines offering a base payout amount jackpot reset amount. of more than \$100,000 shall be monitored and recorded by a dedicated cameras. to provide coverage of:

- a. All customers and employees at the gaming machine; and
- b. The face of the gaming machine, with sufficient clarity to identify the payout lines. of the gaming machine.

## 3. Wide-area Progressive Machine

Wide-area progressive gaming machines offering a base payout amount of \$1 million or more and monitored by an independent vendor utilizing an on-line progressive computer system shall be monitored and recorded by a dedicated cameras. to provide coverage of:

- a. All customers and employees at the gaming machine; and
- b. The face of the gaming machine, with sufficient clarity to identify the payout lines. of the gaming machine.
- c. The Surveillance Department shall contact the Regulatory Department Director or Designee when Wide Area Jackpots are awarded.

4. Notwithstanding paragraph P1, of this section, if the gaming machine is a multi-game machine, the LTBB Gaming Operation, subject to the approval of the LTBB Gaming Regulatory Commission, shall develop and implement alternative procedures to verify payouts.

## **Q. Cage and Vault**

1. The surveillance system shall monitor and record a general overview of activities occurring in each cage and vault area with sufficient clarity to identify employees within the cage and customers and employees at the counter areas.
2. Each cashier station shall be equipped with one (1) dedicated overhead camera covering the transaction area.
3. The surveillance system shall provide an overview of cash transactions. This overview should include the customer, the employee, and the surrounding area.

## **R. Fills and Credits**

1. The cage or vault area in which fills and credits are transacted shall be monitored and recorded by a dedicated camera or motion activated dedicated camera that provides coverage with sufficient clarity to identify the chip values and the amounts on the fill and credit slips.
2. Controls provided by a computerized fill and credit system maybe deemed an adequate alternative to viewing the fill and credit slips.

## **S. Currency and Coin**

1. The surveillance system shall monitor and record with sufficient clarity all areas where currency or coin may be stored or counted.
2. Audio capability of the soft count room shall also be maintained.
3. The surveillance system shall provide for:
  - a. Coverage of scales shall be sufficiently clear to view any attempted manipulation of the recorded data.
  - b. Monitoring and recording of the table game drop box storage rack or area by either a dedicated camera or a motion-detector activated camera.
  - c. Monitoring and recording of all areas where coin may be stored or counted, including the hard count room, all doors to the hard count room, all scales and wrapping machines, and all areas where uncounted coin may be stored during the drop and count process.
  - d. Monitoring and recording of soft count room, including all doors to the room, all table game drop boxes, safes, and counting surfaces, and all count team personnel. The counting surface area must be continuously monitored and recorded by a dedicated camera during the soft count.
  - e. Monitoring and recording of all areas where currency is sorted, stacked, counted, verified, or stored during the soft count process.

## **T. Change booths.**

The surveillance system shall monitor and record a general overview of the activities occurring in each gaming machine change booth.

## **U. Digital Equipment Standards**

(1) Frame Rate shall be a minimum of thirty (30) frames per second for all coverage of the gaming floor.

2. Picture size measured in Common Image Format (CIF) shall be a minimum of (1) CIF. Digital storage shall be minimally hot swappable Raid 5 or equivalent.
3. Raid Units (Redundant Array of Independent Drives) shall, at a minimum, be configured as Raid 5.
4. A supervisory program that monitors the system and immediately reports malfunctions is required.
5. Access to the system for program changes shall be restricted to employees approved by the LTBB Gaming Regulatory Commission. Personnel involved in accessing the system shall be documented and reported to the LTBB Gaming Regulatory Commission upon request.
6. All digital records of coverage provided by the dedicated cameras or motion-activated dedicated cameras required by the standards in this section shall be retained for a minimum of ten (10) days.
7. Recordings involving suspected or confirmed gaming crimes, unlawful activity, or detentions by security personnel, must be retained for a minimum of thirty (30) days.
8. Duly authenticated copies of digital records shall be provided to the LTBB Gaming Regulatory Commission upon request.

## **V. Video Library Log**

A video library log, or comparable alternative procedure approved by the LTBB Gaming Regulatory Commission, shall be maintained to demonstrate compliance with the storage, identification, and retention standards required in this section.

## **W. Malfunction and Repair Log**

1. Surveillance personnel shall maintain a log or alternative procedure approved by the LTBB Gaming Regulatory Commission that documents each malfunction and repair of the surveillance system as defined in this section.
2. The log shall state the time, date, and nature of each malfunction, the efforts expended to repair the malfunction, and the date of each effort, the reasons for any delays in repairing the malfunction, the date the malfunction is repaired, and where applicable, any alternative security measures that were taken.

## **X..Surveillance Log.**

1. Surveillance personnel shall maintain a log of all surveillance activities.
2. Such log shall be maintained by surveillance room personnel and shall be stored securely within the surveillance department.
3. At a minimum, the following information shall be recorded in a surveillance log:
  - i. Date;
  - ii. Time commenced and terminated;
  - iii. Activity observed or performed; and
  - iv. The name or license credential number of each person who initiates, performs, or supervises the surveillance.
4. Surveillance personnel shall also record a summary of the results of the surveillance of any suspicious activity. This summary may be maintained in a separate log.

## **Y. Surveillance Review**

1. Surveillance shall develop review procedures for review purposes for Tribal Law Enforcement and Casino Management. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.

